

# Country RETURNS Procedures



*All unsold copies of the following publications need to be returned to receive a credit on your account:*

1. The West Australian
2. The Sunday Times
3. Kalgoorlie Miner
4. Countryman
5. TABform
6. West Regional Publications

Due to the postage cost, full copies of these publications are not required to receive a credit. The masthead (which includes publication name, date and price) at the top of each publication only need to be returned in order to receive a credit.

Below is an outline of what is required on a weekly basis in order for your returns to be accepted for a credit.



## **Weekly steps to follow:**

- 1 Unsold copies of the publications listed above must be "headed" and returned weekly. They need to be received by the following Monday, or at a time agreed by both parties.
- 2 Weekly advice of your returns figures is required for the publications listed above.
- 3 This advice must provide a daily breakdown of the total unsold figures.
  - Returns headers must be full page width with the masthead, price and date showing.
  - Returns headers must be sorted neatly and stapled by publication and kept in date order: eg. Monday West stapled together, then Tuesday West stapled together.
- 4 Your parcel of returns headers should be forwarded to your distributor (unless there are prior arrangements in place) and must be clearly marked with:
  - Route Name
  - Route Account Number
- 5 Please note: figures received after the current week WILL NOT be accepted for credits unless prior arrangements have been made.

Please contact your Distributor if you have any queries. Your anticipated co-operation is greatly appreciated in order for The West Australian Newspapers to provide a full credit for any unsold copies.