



ACP PUBLISHING'S MAGAZINES AND CIRCULATION

CATEGORY	TITLE	FREQUENCY
WOMEN'S WEEKLIES	Woman's Day	Weekly
	NW	Weekly
	Take 5	Weekly
	TV Week	Weekly
WOMEN'S INTEREST	Australian Women's Weekly	Monthly
	Good Medicine	Monthly
	Cleo	Monthly
	Cosmopolitan	Monthly
	Harper's Bazaar	Monthly
CHILDREN'S	Shop Till You Drop	Quarterly
	Disney Adventures	Monthly
	Disney Girl	Monthly
TEENAGER	Winnie The Pooh	Quarterly
	Dolly	Monthly
HOME & LIFESTYLE	belle	Bi-Monthly
	Australian House & Garden	Monthly
	Burke's Backyard	Monthly
FOOD & WINE	Aust. Gourmet Traveller	Monthly
	Australian Table	Monthly
	Gourmet Traveller Wine Magazine	Bi-Monthly
CURRENT AFFAIRS / BUSINESS	Money	Monthly
	The Bulletin	Weekly
COMPUTERS & GAMING	APC	Monthly
	PC User	Monthly
	Netguide	Monthly
MOTORING	Aust. Motorcycle News	Fortnightly
	Wheels	Monthly
	Street Machine	Monthly
	Motor	Monthly
	4X4 Australia	Monthly
	Caravan World	Monthly
	Speed	Bi-Monthly
BUYING & SELLING	Owner's Own	Bi-Monthly
	Aust. Motorcycle Trader	Monthly
	Unique Cars	Monthly
	Deals on Wheels	Monthly
	4X4 Trader	Monthly
	Farms & Farm Machinery	Monthly
	Auto Action	Weekly
	Earthmovers & Excavators	Monthly
	Plant & Equipment	Monthly
	Auto Supermarket	Weekly
	Campervan & Motorhome Trader	Bi-Monthly
	Caravan Trader	Monthly
	Equipment Trader	Weekly
	Trade-A-Boat	Monthly
	Trailer Boat	Monthly
SPORT & LEISURE	Inside Edge	Seasonal
	Rugby League Week	Weekly
	Inside Rugby	Seasonal
	Bluewater Boats & Sportfishing	Quarterly
MEN'S LIFESTYLE	Ralph	Monthly
	Men's Style	Quarterly
ADULT	Picture	Weekly
	People	Weekly
	Picture Premium	Monthly
	100% Home Girls	Bi-Monthly
CROSSWORDS & PUZZLES	Take 5 Pocket Puzzler	Bi-Monthly

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acp guidelines
 for subagency management

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These guidelines illustrate the general principles, which should govern the relationship between a Managing Agent and a Subagent for the sale and distribution of ACP Magazines.
Should you have any further queries, please forward them in writing to the address or fax overleaf.

	MANAGING AGENT	SUBAGENT		MANAGING AGENT	SUBAGENT
TITLES	<p>The Managing Agent will deliver ACP magazine titles and promotional material agreed between the Subagent and the Managing Agent as being appropriate to the Subagent's store, location and customer base.</p> <ol style="list-style-type: none"> 1. Delivery will include the appropriate range of ACP's magazines. 2. Taking into consideration display space availability and in-store traffic, the Managing Agent may add to or deduct from this range of magazines where agreed with the Subagent as being suitable for their store. 3. The Managing Agent may exclude men's interest titles where requested by the Subagent. 4. ACP may choose to specify which ACP Magazine titles are appropriate for the Subagent's store 		RETURNS	<p>The Managing Agent should collect all returns from the Subagent, unless the Subagent otherwise agrees.</p> <p>The Managing Agent may choose to assist the Subagent by removing all copies of magazines that have reached the end of their "on sale period" from displays, or bundling product for removal.</p> <p>The Managing Agent should mark off all titles returned on the Returns Docket provided by the Subagent. Both parties must keep copies on file.</p> <p>Out-of-date unsolds and magazines in poor condition will not be accepted by the Managing Agent and should be paid for by the Subagent.</p>	<p>Unless otherwise agreed, the Subagent should have ready for collection by the Managing Agent all copies of magazines that have reached the end of their "on sale period".</p> <p>The Subagent should provide a full list of titles and quantities returned on the Returns Docket. Both parties must keep copies on file.</p> <p>Out-of-date unsolds and magazines in poor condition will not be accepted by the Managing Agent and will be paid for by the Subagent.</p>
QUANTITIES	<p>The Managing Agent should deliver to the Subagent sufficient quantities of each ACP Magazine to meet expected sales.</p> <p>The Managing Agent should seek to maximise sales and minimise returns in the Subagent's store, by communicating with the store on a daily basis. Ideally, the Managing Agent should supply enough magazines for two day's estimated sales for weekly titles and one week's estimated sales for monthly titles. The Managing Agent should then top-up the Subagent's supply based on the sales performance of that particular issue.</p> <p>Where a Subagent is consistently selling out, the Managing Agent will ensure the Subagent receive additional stock. Where the Subagent is consistently returning magazines, the Managing Agent will reduce supply.</p> <p>ACP may choose to advise the Managing Agent of a specific allocation or standing order for a particular Subagent.</p>	<p>The Subagent should expect to receive, on an on-going basis, enough magazines to meet estimated sales with the objective of ensuring sales are maximised and returns are minimised.</p> <p>Where ACP chooses to advise the Managing Agent of a specific allocation or standing order for a particular Subagent, the Subagent shall comply to requested changes from the Managing Agent.</p> <p>The Subagent should note that ACP is not always able to accurately predict consumer demand for a particular issue of an ACP Magazine title. In such cases, shortages may occur and a Managing Agent may not always be able to meet Subagent requirements.</p> <p>Where a Subagent's average sale of an issue is less than 1 copy, the allocation for that Subagent should be nil.</p>	HOME DELIVERY	<p>The Subagent will not home deliver nor deliver to any other location.</p>	
SALES PROPORTION	<p>The Subagent must dedicate at least the "Sales Proportion" of its total magazine space available to the display of ACP Magazines</p> <p>"Sales Proportion" means the annualised proportion of all magazine sales by number of copies sold that are ACP Magazines, as audited by the Audit Bureau of Circulation from time to time. (Currently 46.1%).</p>		COMMISSION	<p>The Managing Agent should pay the Subagent a commission, which reflects the levels of turnover in that Subagent's store. This will be a minimum of 12.5%.</p>	
DISPLAY	<p>The Managing Agent will work with and provide advice to the Subagent to assist with magazine displays and promotions.</p> <p>The Managing Agent may remove magazines held in storage by the Subagent, however may not remove all magazines from the Subagent's display prior to the return date, unless specifically requested by ACP.</p> <p>The Managing Agent, on advice from ACP, will work with the Subagent to maximise sales through magazine category management.</p>	<p>The Subagent will provide a stand, display unit or some suitable facility, with full facings, in a prominent and high traffic flow area within the store to display ACP Magazines. Magazines are not to be displayed on floors, cardboard cartons, milk crates etc.</p> <p>The Subagent will use their best endeavours to sell, promote and increase sales of ACP Magazines and to this end should comply with any reasonable direction given by the Managing Agent in relation to display and promotion of ACP Magazines.</p>	ACCOUNTS & PAYMENT	<p>At the end of each week, the Managing Agent will provide a detailed Weekly Statement of that week's activities for the Subagent.</p> <p>The amount payable to the Managing Agent will be the Recommended Retail Price of all ACP Magazines sold less the agreed Commission to the Subagent.</p> <p>The Managing Agent should keep complete records of all Delivery Dockets and Weekly Statements received and paid.</p> <p>In cases of consistently late payment, the Managing Agent may withhold delivery of magazines. Once payment has been made the Managing Agent should immediately recommence delivery to the Subagent.</p>	<p>The Subagent should reconcile Weekly Statements against all Delivery Dockets and Returns Dockets.</p> <p>The amount payable to the Managing Agent will be the recommended retail price of all ACP Magazines sold less the agreed Commission to the Subagent.</p> <p>In the absence of mutually agreed arrangements, the Subagent will pay all accounts received within five days.</p> <p>The Subagent should keep complete records of all Returns Dockets and Weekly Statements received and paid.</p>
DELIVERY	<p>The Managing Agent will deliver ACP Magazines to the Subagent's store unless Subagent otherwise agrees. This should take place as early as possible on the morning of the official on-sale date with the overriding objective to deliver in enough time for the Subagent's early morning trade.</p> <p>The Managing Agent will provide a Delivery Docket with each delivery, which advises the Subagent of the quantity of each ACP Magazine title delivered and the price.</p> <p>The Managing Agent will, whenever possible, make up any shortages on the same day as notified by the Subagent.</p> <p>In the case of sellouts, the Managing Agent will deliver additional magazines on the same day as notified by the Subagent. The Managing Agent will notify NDC within twenty four hours where there is no additional stock available on hand.</p> <p>The Managing Agent will collect and replace any damaged stock within twenty four hours.</p>	<p>The Subagent will cross check against the Delivery Docket provided with each delivery, the quantities of ACP Magazines delivered and the price.</p> <p>The Subagent will notify the Managing Agent on the same day should a Delivery Docket be incorrect.</p> <p>The Subagent will notify the Managing Agent on the same day should a title sell out.</p> <p>The Subagent will notify the Managing Agent on the same day where stock is damaged or in poor condition.</p> <p>To minimise the risk of theft and the cost incurred, the Subagent and the Managing Agent should agree on a secure location for the delivery of magazines. Alternatively, the Subagent may choose to collect the magazines from the Managing Agent.</p>	CREDIT TERMS	<p>The Managing Agent and Subagent should agree to the terms of credit on which the Managing Agent will supply magazines to the Subagent.</p> <p>If considered absolutely necessary for the protection of its credit position, the Managing Agent may require the Subagent to lodge a security bond in an amount not greater than the total retail value of two weeks trading of ACP Magazines.</p> <p>The Managing Agent should notify ACP within twenty four hours where changes to the Subagent's business or individual circumstances affect trading and payment of accounts.</p>	<p>The Subagent should notify the Managing Agent within twenty four hours where changes to the business or individual circumstances affects trading and payment of accounts.</p>
STACKING & RE-STOCKING OF SHELVES	<p>The Subagent, in the absence of alternative arrangements, will stack and re-stock their own shelves, working on the advice given by the Managing Agent with regard to magazine category management.</p>		DIRECT DROP SUBAGENTS	<p>The Managing Agent will be responsible for payment of the Network Services Account for their Subagent.</p> <p>The Managing Agent will receive a statement from Network Services in the name of their Subagent. The Managing Agent will then produce an invoice and should provide it to their Subagent within 24 hours.</p> <p>The amount payable to the Managing Agent will be the Recommended Retail Price of all magazines as invoiced on the Network Services statement less the agreed Commission to the Subagent.</p>	<p>The Subagent will receive supply direct but will continue to pay the Managing Agent.</p> <p>The Subagent will pay the Managing Agent within five days of receipt of the invoice.</p> <p>The amount payable to the Managing Agent will be the Recommended Retail Price of all magazines as invoiced on the Network Services statement less the agreed Commission to the Subagent.</p>
STORAGE	<p>The Subagent will store all stock delivered which does not fit on the shelves. Where Subagent storage is minimal, the Managing Agent may agree to increase frequency of delivery and reduce numbers in each title delivered.</p>		SUBAGENT CLAIMS	<p>The Managing Agent will not accept any claims for monetary or other compensation from the Subagent in the event that the Subagency Agreement is terminated.</p>	
LOCATION FOR SALES OF PUBLICATIONS	<p>The Subagent may only sell publications from the location identified in the ACP Subagency Agreement.</p> <p>The Managing Agent will notify ACP in writing within twenty four hours where this is not the case.</p>		PROBLEMS & COMPLAINTS	<p>Problems and complaints that may arise between the Managing Agent and Subagent are to be dealt with, first and foremost between each other. If a mutually agreed solution cannot be achieved, the problem should be reported in writing to the address, fax or email overleaf.</p>	
			SALE OF SUBAGENCY	<p>The Managing Agent will ensure the incoming Subagent signs an ACP Subagency Agreement. A copy must be returned to ACP within twenty one days.</p> <p>The Subagent will advise the Managing Agent of the sale of their business.</p>	
			FURTHER INFORMATION	<p>For further information on maximising the profitability and management of Subagents please send requests via the contact details overleaf or visit www.connectionswithacp.com.au</p>	