



## Duplication Audit Contract: For Publications Within a Single Publishing House

The undersigned, a publisher member of BPA Worldwide, does hereby contract for a special duplication audit by BPA Worldwide, for:

Names of Publications: \_\_\_\_\_

Audit to be conducted in conjunction with the annual circulation for the 12-month period ended:

June 20\_\_\_\_\_

December 20\_\_\_\_\_

Other\_\_\_\_\_

### The terms and conditions of this contract are:

1. The duplication audit is a special service of BPA Worldwide. It is available, in addition to the regular BPA Worldwide audit, only to publication members who are in good standing.
2. The duplication audit will be made in conjunction with the regular annual audit of the publication's circulation. The report will be released on a supplementary form simultaneously with the regular annual BPA Worldwide audit report. Release of the duplication audit will be at the option of the undersigned.
3. The duplication audit will be in accordance with Section 10.0 of the rules and will contain an analysis of duplicate circulation among publications published by a single firm.
4. The scope of the audit, the records to be kept by those contracting for this service, the forms to be used and the fees to be charged by BPA Worldwide and paid by the publication shall be determined from time to time by the Board of Directors. The undersigned agrees, as a specific condition of receiving this additional service from BPA Worldwide, to comply with the rules regulating said service promulgated by the Board of Directors and to pay the fees established for said special service in addition to the regular audit charges, fees and dues.
5. The fee for the duplication audit for the year encompassing the undersigned's regular June or December audit for the above-named publications is:

Three-quarters of the auditing charge payable by the undersigned for the auditing and issuance of the regular circulation audit reports of its publications' circulation. The time allotted for the duplication audit shall be one-half of the time allotted for making the regular audits of the publications' circulation. In the event the actual time required to make the duplication audit and the regular circulation audit is in excess of the time allotted, the excess time shall be charged for at a uniform hourly rate, as fixed by the Board of Directors.

In addition, the undersigned will pay the production, service and distribution costs of the duplication audit report as fixed, from time to time, by the Board of Directors.

6. The fee for the duplication audit must accompany this contract. No contract can be accepted or become effective unless the fee is paid at the time the contract is executed and filed with BPA Worldwide. The additional charges described in Paragraph 5 shall be due and payable on billing.

7. If the contract for the duplication audit is withdrawn after acceptance by BPA Worldwide, one-half of the fee for the duplication audit deposited with the contract shall be forfeited to BPA Worldwide.
8. If the duplication audit is attempted and it is found that the publication's books and records are inadequate to successfully complete the duplication audit, the entire fee for the duplication audit deposited with the contract shall be forfeited to BPA Worldwide.
9. Only one duplication audit a year shall be made for the fee prescribed above.
10. The contract for the duplication audit must be renewed in writing for each publication on the form prescribed by BPA Worldwide.
11. The undersigned acknowledges the receipt of a copy of the current rules relating to the duplication audit.

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Name of Applicant's Company or Corporation: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature & Title*

*Please mail this completed form, with a check for the appropriate amount, to your marketing representative at his/her BPA or CCAB regional office. For a list of regional office addresses, see [www.bpaww.com/contact/office\\_locs](http://www.bpaww.com/contact/office_locs). Or, for referral to a marketing representative, Member Relations Manager or regional address, please call 203.447.2800.*