



For participating titles and publishers, Perseus (includes: The Perseus Books Group, Publishers Group West, select Perseus Distribution and Consortium clients) offers those accounts able to meet the requirements listed below the option, to submit affidavit return requests for credit by destroying both the covers and book blocks in lieu of returning the physical copies. This policy represents the minimum requirements for properly documenting this affidavit, and is subject to refusal if the requirements are not met in full.

Perseus has a responsibility to its authors, clients, owners, employees and accounts to prevent unauthorized or inappropriate distribution of its products. The objective of this policy is to minimize if not eliminate any unauthorized or inappropriate distribution. Perseus will therefore accept affidavit returns only so long as the account in question continues to strictly comply with this policy. Any deviation will result in a suspension from the program.

Participating Titles: All active titles with regular returnable status. Please refer to our published returns policy posted on our public websites (see section G).

Participating Publishers: All publishers participating in the international sales program through Publishers Group Worldwide, available on www.pgw.com

A. Guidelines

1. Perseus will NOT accept estimated or anticipated returns deductions from remittances, prior to the issuance of the Perseus Credit Memo.
2. Perseus will not accept responsibility for an affidavit return made in error: this includes Non Returnable titles, non strippable titles, titles from non participating publishers or titles not published by Perseus (Not Our Product, or NOP) or any of its current distribution clients (No Longer Distributed, or NLD). Said titles will be rejected for credit.
3. For a complete set of returns guidelines, please refer to the published returns policy posted on our public websites (see section A).

B. Affidavit Returns Process

1. The account must submit a return request memo to PGW International Sales Manager and Perseus Sales Representative with Account Name, Perseus Bill To Acct #, and Return Claim #, along with a complete listing of all titles submitted for return consideration.

List should include:

ISBN	Title	Purchase Discount	List Price	Qty to Destroy	Extended Credit
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2. No automatic deductions should be taken prior to receipt of a Perseus Distribution credit memo.
3. PGW Sales Manager approves the return, and sends to Perseus Customer Service Department to eliminate Non-Returnable items.
4. Perseus Customer Service will provide the account with a report of approved items for return within 10 Business days of receipt. Items may become ineligible for reasons outlined in Section C.
5. Perseus Customer Service will request a COD (Certificate of Destruction) from the account for the accepted returns.
6. Once the COD is received, the Perseus Customer Service Department will process within 10 business days of receipt.
7. Any claims for return discrepancies must be made to the PGW/Perseus Sales Representative within 30 days of receipt of the return.

C. Reasons Why Returns May Be Rejected

1. **NOP:** Titles that are not published by Perseus or any of its distribution clients.
2. **NLD:** Titles from publishers no longer distributed by Perseus and past the announced its Last Return Date
3. **OP:** Titles that are Out of Print and past the Last Return Date.
4. **POD:** Titles that are Print on Demand (these are sold Non-Returnable.)
5. **Non-Returnable Account:** Titles from an account who's terms of sale are Non-Returnable.

D. Dated Product Returns (Travel Guides, Calendars, Etc)

1. Calendars are returnable through April 30th of the calendar's year. For example, 2009 calendars are returnable through 4/30/09. Returns made after April 30th of the calendar's year will be rejected for credit.
2. Travel Guides can be returned within 6 months of when the title is announced as Out Of Print.

E. Requirements for an Affidavit Account

1. Account must meet industry standard requirements for destruction of books including:
 - a. Books will be electronically scanned to produce a record documenting the title, number of copies of the title, and retail price. If the account does not have scanning capability, then the books must be completely destroyed.
 - b. Books must be rendered unreadable and unscannable (pulped) immediately after scanning. The book must be made unreadable so that it cannot be resold as a mint or hurt book. If the account does not have scanning capability, then the books must be completely destroyed so that they cannot be resold as mint or hurt books.
 - c. Books must be made unscannable so that they cannot be reclaimed for credit.
 - d. Scanning and destruction processes must be continuous so that a book cannot be scanned without also being rendered unreadable and unscannable.
2. A local Perseus representative may conduct unannounced visits to affidavit return facility during normal working hours to review procedures and/or audit return records.
3. Perseus reserves the right to withdraw affidavit privileges on 60 days notice without penalty or retaliation from the account.
4. Perseus may withdraw permission for affidavit returns immediately if the customer is found to be violating these conditions.
5. In such event, an account may submit proof that it is not in breach, or that it has corrected the breach and brought itself into compliance with these guidelines, but the resumption of affidavit returns by the account shall be solely within Perseus' discretion.
6. The account must repay within 30 calendar days any NOPs, discount or price discrepancies on the affidavit upon proper documentation from Perseus.

F. Additional Information

Affidavit Return Contacts: Perseus/PGW International Sales Representative.

Public Websites

Perseus Book Group: www.perseusbooks.com

PGW: www.pgw.com

Perseus Distribution: www.perseusdistribution.com

Consortium: www.cbsd.com