

## Royalty Spreadsheet Instructions

### Instructions for Payee tab

Payee Number (6 char. max)	Enter Payee Number (serial number not to exceed six digits)
Payee Last Name (21 char. max)	Payee's Last Name
Payee First Name (21 char. max)	Payee's First Name (for an institution, put name here; if it does not fit, continue it in "Payee Last Name" field)
Address Line 1 (30 char. max)	First line of street address
Address Line 2 (30 char. max)	Second line of street address
City (30 char. max)	City name (if not a U.S. address, zip code should follow city name)
State (2 char. max)	State (two-letter abbreviation)
Zip/country	Zip code (if U.S. address) or country name (if not U.S.)

### Instructions for Royalty tab

Royalty Isbn	ISBN13 that appears on contract, no hyphens
Payee Num	Payee #
Linking ISBN	If this title to appear on same statement as another title, e.g., if paperback, enter cloth ISBN13 here.
Annual Statements	1 = annual, 2 = semiannual 0 = no statement
Royalty Basis	Net or List (Net = R; List = S)
Dom. Pct	Percentage paid on domestic sales (enter a decimal fraction)
Dm Pct	Percentage paid on direct mail sales (enter a decimal fraction)
Foreign Pct	Percentage paid on foreign sales (enter a decimal fraction)
Disc. 1 Pct	Percentage paid on discount 1
Disc. 2 Pct	Percentage paid on discount 2
Disc. 3 Pct	Percentage paid on discount 3
Royalty Pct 1	Royalty percent level 1 (enter a decimal fraction)
Royalty Lvl 1	Royalty sales breakpoint 1 (enter a whole number)
Royalty Pct 2	Royalty percent level 2 (enter a decimal fraction)
Royalty Lvl 2	Royalty sales breakpoint 1 (enter a whole number)
Royalty Pct 3	Royalty percent level 3 (enter a decimal fraction)
Royalty Lvl 3	Royalty sales breakpoint 1 (enter a whole number)
Royalty Pct 4	Royalty percent level 4 (enter a decimal fraction)

Royalty Lvl 4	Royalty sales breakpoint 1 (enter a whole number)
Royalty Pct 5	Royalty percent level 5 (enter a decimal fraction)
Royalty Lvl 5	Royalty sales breakpoint 1 (enter a whole number)
Minimum Amt Pay After \$	Leave blank
Payee % Permiss.	Payee's % of permissions fees (enter a decimal fraction; if a single-author book, enter 1.00)
Payee % Translt.	Payee's % of translation fees (enter a decimal fraction; if a single-author book, enter 1.00)
Payee % Book Cl.	Payee's % of book club income (enter a decimal fraction; if a single-author book, enter 1.00)
Payee % Reprints	Payee's % of reprint fees (enter a decimal fraction; if a single-author book, enter 1.00)
Pct Owned	Author's fraction of total royalty amount
Author Type	Usually blank, but E for Series Editor or P for corporation
Single Payment	Leave blank