



OUR DATA SPEAKS VOLUMES

QUARTERLY PRINTING & DISTRIBUTION REPORT

SEE REVERSE FOR INSTRUCTIONS

ISSUE DATE															AVERAGE
TOTAL PRINTED															
CONTROLLED / FREE DISTRIBUTION - Editions distributed free of charge.															
HOME DELIVERY															
CONTROLLED BULK															
MAIL															
RESTOCK & OFFICE															
OTHER: _____															
OTHER: _____															
TOTAL FREE DISTRIBUTION (1)															
PAID DISTRIBUTION - Editions distributed through paid subscription or other monetary exchange with individual readers.															
HOME DELIVERY															
SINGLE COPY															
MAIL															
RESTOCK & OFFICE															
OTHER: _____															
TOTAL PAID DISTRIBUTION (2)															
NET CIRCULATION - PUBLICATIONS WITH MORE THAN 50% RETURNABLE DISTRIBUTION MUST FILE RETURN / UNCLAIMED EDITIONS															
RETURNS / UNCLAIM															
TOTAL NET CIRCULATION															
NON-DISTRIBUTED EDITIONS - TO BALANCE TO NUMBER PRINTED															
FILE & TEARSHEET EDITIONS (3)															

QUESTIONS? Please call (800) 262-6392 or email jkennedy@cvcaudit.com
 MAIL OR EMAIL COMPLETED REPORTS TO:
 CVC - 338 South Kirkwood Road, Suite 102
 St. Louis, MO 63122
 Email reports to: Lfunken@cvcaudit.com
COPYRIGHT 2010 CVC

REPORT STATEMENT

I SWEAR THAT THE INFORMATION IN THIS REPORT ACCURATELY REFLECTS THE PUBLICATION'S PRINTING, DISTRIBUTION, AND CIRCULATION FOR THE PERIOD INDICATED. **MUST BE SIGNED BY PUBLISHER**

X _____

Publication: _____
 CVC Account Number: _____
 City/ST: _____
 Report Completed By: _____
 Phone: _____
 Quarterly Ending Date: _____

- Total free distribution (#1), total paid distribution (#2) and file & tearsheet edition (#3) blocks should equal the total printed.
- Each column represents one issue published during the quarterly period.
- If your publication has multiple editions please file a quarterly report for each edition.
- This form is available in an Excel spreadsheet format at www.cvcaudit.com.
- Daily publications please file a quarterly report for each edition day. Weekly, monthly and quarterly publications please use the applicable number of columns per quarter. Annual/Other publications please file a quarterly report during the quarter your publication is printed, and revise distribution claims (if needed) with revised quarterly reports.

ISSUE DATE	The first day of your edition cycle.	QUARTERLY AVERAGE
TOTAL PRINTED	Your total NET press run. This figure must match press bills or printing reports. (Must balance to #1, #2, #3)	
CONTROLLED / FREE DISTRIBUTION - Editions distributed free of charge.		
HOME DELIVERY	Distributed by private carrier to single family residences, and/or multi- family residences, and/or businesses.	
CONTROLLED BULK	Distributed to newsracks, newsstands, and/or area retail businesses and available to individual readers. Subject to returns.	
MAIL	Distributed by Postal Service mail to single family residences, and/or multi-family residences, and/or businesses.	
RESTOCK & OFFICE	Distributed for restock of newsracks, newsstands, area retail businesses, office deliveries, and advertising purposes. Subject to returns.	
OTHER: _____	Please call our office if one of the four rows listed above do not include all your distribution categories. Examples of "other" distribution can include: Newspaper in Education (NIE), hotel guest, rotational home delivery, insert package, or samples.	
OTHER: _____		
TOTAL FREE DISTRIBUTION	(#1) Total of the six free distribution categories listed above.	
PAID DISTRIBUTION - Editions distributed through paid subscription or other monetary exchange with individual readers.		
HOME DELIVERY	Distributed by private carrier to single family residences, and/or multi- family residences, and/or businesses.	
SINGLE COPY	Distributed to newsracks, newsstands, and/or area retail businesses and available to individual readers. Subject to returns.	
MAIL	Distributed by Postal Service mail to single family residences, and/or multi-family residences, and/or businesses.	
RESTOCK & OFFICE	Distributed for restock of newsracks, newsstands, area retail businesses, office deliveries, and advertising purposes. Subject to returns.	
OTHER: _____	(See other above)	
TOTAL PAID DISTRIBUTION	(#2) Total of the five distribution categories listed above.	
NET CIRCULATION - PUBLICATIONS WITH MORE THAN 50% RETURNABLE DISTRIBUTION MUST FILE RETURN / UNCLAIMED EDITIONS		
RACK & STORE RETURN & UNCLAIMED EDITIONS	Editions returned to publisher by paid single copy locations and free controlled bulk drop locations after the edition cycle.	
TOTAL NET CIRCULATION	Net circulation is the total number of free and paid editions distributed minus return and / or unclaimed editions from controlled bulk locations, single copy locations, and unused restock & office. TOTAL FREE DISTRIBUTION + TOTAL PAID DISTRIBUTION (-) RETURN & UNCLAIMED EDITIONS = NET CIRCULATION	
NON-DISTRIBUTED COPIES		
FILE & TEARSHEET EDITIONS	(#3) Editions maintained by publisher for file, tearsheet, office and other non-distribution purposes. This sections should be used to balance your (#1) (#2) (#3) totals to the total printed.	