

## **ANNEX A**

### **Catalogue and ISBN**

In case the book is distributed in an Authorized Channel that requires an ISBN, Charlie will provide it to the Author. The Author must communicate to Charlie within 60 days from the end of the writing of a manuscript that the Author is ready to distribute, the following for each one:

- Title
- Subtitle
- Publishing date
- Version (paperback, hardcover,...)
- Language
- Through which distribution channel the Author wants to distribute the book.

The Author is aware of the following:

- NOT To use the same ISBN for more than one book. Each title, subtitle and author name must have a different ISBN. If there is a change in one of these book features, a new ISBN is necessary.
- NOT To use the same ISBN for two formats of the same book (for example paperback and hardcover version). Each version must have a separate ISBN.
- NOT To use ISBN from different publishing companies for two versions of the same book. Different versions of the same book must fall into this Agreement and have Charlie's ISBNs.

If the Author is in breach of these terms, Charlie will eliminate the book from all the distribution channels or/and will take adequate measures to ensure that there is no misuse of the ISBN allocated to its books.

### **British Library Books shipping**

In the case Charlie is allocating an ISBN to a book, the Author commits to shipping to the *British Library* (address: Legal Deposit Office, The British Library, Boston Spa, Wetherby, West Yorkshire LS23 7BY) a physical copy of each published Book and within a period of 30 days from their publishing, as commanded by the United Kingdom Law.

Under no circumstance Charlie shall be responsible for any eventual legal consequence the Author could incur, if doesn't fulfill this obligation.

The Author must bear the Book printing and shipping costs by using his own payment method.

## ANNEX B

### INGRAMSPARK POLICY

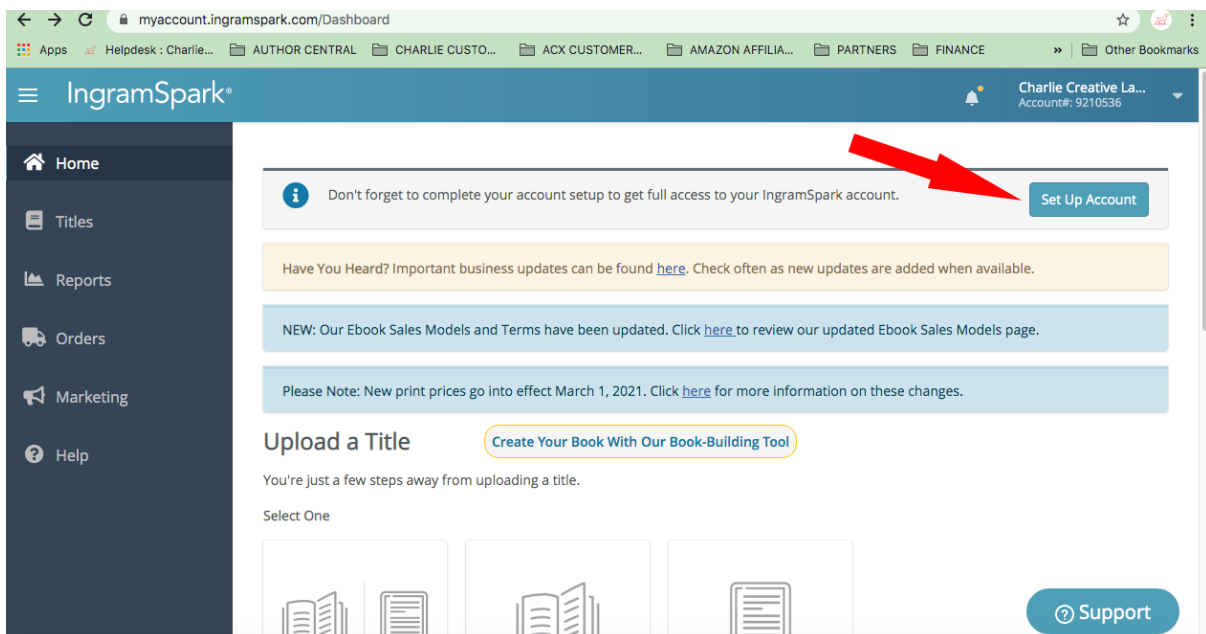
#### 1. IngramSpark Account

As soon as the Author documents and payments are validated, Charlie will provide to the Author his/her own personal credentials to access his IngramSpark account.

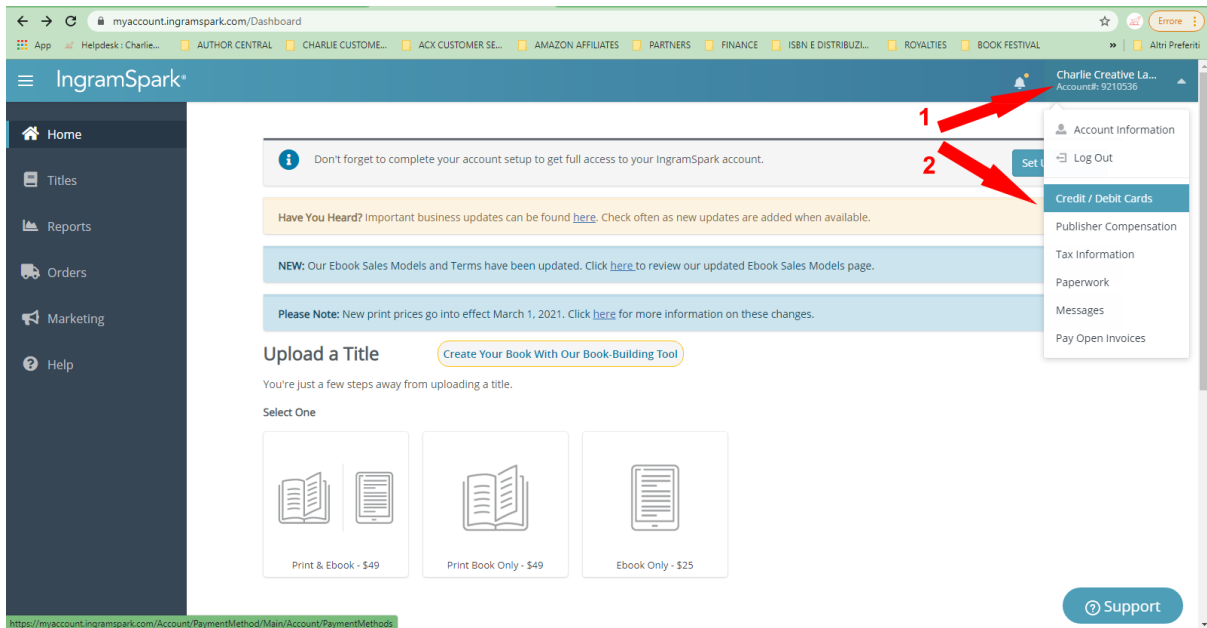
Under No circumstance the Author shall change/modify any registration data, tax form, or any other part of the account setting agreed with Charlie, including the password. If the situation occurs the account might be suspended. If any change of the password is required, the Author must communicate the new password via email to Charlie.

The sole and only exception to this clause is represented by the “Credit / Debit Cards” menu tab; the Author can (and must, as required by IngramSpark and for the reasons that will be explained in point 3.) add an own credit/debit card as payment method to purchase optional items/services (see point 3. for further information).

The “Credit / Debit cards” menu tab can be added/edited in the following ways:



or



The user name to access the IngramSpark account will be an email with this format: `Nikcname_codicecliente_nraccount@is.charliecreativelab.com`

The password will be automatically generated from a private system with high security standards.

The email and the account credentials in general, provided by Charlie to the Author, are created and stored in a private and safe server and provider. In no case will an email that is generated from a free provider will be used in Charlie's account. Free means no rights on the property of the email and is risky, as the email account can be suspended by Google or any other free provider, any time with no notice, without mentioning the lack of cybersecurity that free providers are offering.

## 2. Return policies warning and disclaimer

The Author must be aware of the financial risks related to the Book return option, if enabled during the upload of a manuscript. As it can be read in the IngramSpark official "User Guide", returns can be very costly and the Author should be financially prepared to face them.

IngramSpark will charge the Publisher for the wholesale cost of returns at the wholesale price that is active on its system, plus any shipping and handling fees; the total amounts are deducted by IngramSpark system from the Publisher's compensation for sales in the month that the returns are received from the retailer (in the case of "Yes-Destroy"

option) or the month that the return is shipped to the Author (in the case of “Yes-Deliver” option).

If returns received in a given month exceed sales by an amount that causes IngramSpark’s payables balance to the Publisher to become negative, IngramSpark reserves the right to send the Publisher an invoice for the balance due to IngramSpark and the Publisher has an obligation to pay IngramSpark for the amount invoiced.

### **3. Payment methods, credit/debit cards and purchases**

Under No circumstance the Author shall edit or delete the payment method set by Charlie in the “Publisher Compensation” menu tab.

Under No circumstance, using Charlie’s payment method, the Author shall purchase any item and/or service that IngramSpark offers. These items/services are:

- Book setup fee
- Book revision fee
- Marketing services
- Book printing and/or shipping
- Manufacturing
- Distribution.

The Author can purchase any of these items/services only by adding an own payment method (as described in point 1.) and using the selfsame to finalize the purchase.

### **4. Cancel a Book from live distribution**

The Author is allowed to cancel the Books published, from the IngramSpark Distribution, only at the end of this Agreement. Exceptions to this limitation can be only related to agreed improvement of the content or infringement of the present Agreement or IngramSpark policy.

## ANNEX C

### ACX / AUDIBLE POLICY

#### 1. ACX Account

As soon as the Author documents and payments are validated, Charlie will provide to the Author his/her own personal credentials to access his ACX.com account.

Under No circumstance the Author shall change/modify any registration data, tax form, or any other part of the account setting agreed with Charlie, including the password. If the situation occurs the account might be suspended. If any change of the password is required, the Author must communicate the new password via email to Charlie.

The user name will be an email with this format: [Nickname.codicecliente.nraccount@accademia.charliecreativelab.com](mailto:Nickname.codicecliente.nraccount@accademia.charliecreativelab.com).

The password will be automatically generated from a private system with high security standards.

The email and the account credentials in general, provided by Charlie to the Author, are created and stored in a private and safe server and provider. In no case will an email that is generated from a free provider will be used in Charlie's account. "Free" means no rights on the property of the email and is risky, as the email account can be suspended by Google or any other free provider, any time with no notice, without mentioning the lack of cybersecurity that free providers are offering.

It is absolutely forbidden to create a new Audible account, or log-in on an already existing Audible account, using the email address and Account credentials in general provided by Charlie, and under no circumstance the Author shall be authorised to. If this situation occurs, the Account shall be immediately suspended by Charlie and this Agreement shall be terminated.

Even in case of termination of this Agreement, Charlie will keep paying the royalties to the Author, but shall not refund the annual fee.

## **2. Cancel and Audiobook from live distribution**

The Author is allowed to cancel the AudioBooks published, from the ACX Distribution and the Charlie's Account, only at the end of this Agreement and depending on the ACX Policy as per follow:

- cancellation of Audiobooks available for sale after the 1st of February 2021, can occur only after the time of the 90-day anniversary of the date that Audible first makes the Audiobook available for sale.
- cancellation of Audiobooks available for sale before the 1st of February 2021, can occur only after the time of the 7 years anniversary of the date that Audible first makes the Audiobook available for sale.

## **3. \$3,000 threshold of royalties earned**

To protect the account from future bans by ACX, once the Author reaches \$3,000 in monthly royalties, Charlie will open a new agent account to allow them to continue publishing while reducing risks.

Also, to reduce problems with the account, Charlie suggests avoiding the audition process with ACX and opening the account once the audio files are ready (narrated outside ACX).

## ANNEX D

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