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To Participants in our O-P Book Program:

We are happy to enclose a 1972 royalty report for books which you have given us permission to reproduce through our on-demand publishing program. According to the terms of our contract, the royalty due you has been computed at the rate of ten percent of our selling price for each title. Royalties do not reflect special charges such as custom bindings, air-mail postage and the like.

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- 2. Cancellations If one of your titles was cancelled from our program during the latter part of 1971 or during 1972 but sales and royalty are shown on the royalty report, then a customer order was completed in 1972 before the effective cancellation date.

I have asked that my special assistant, Mrs. Dorothy Fletcher, personally respond to any inquiries you may have concerning your royalty report or check. Please feel free to contact her, should the need arise.

We appreciate the part you play in our work of producing titles to order in editions of a single copy. Together we satisfy the infrequent but important need for a book. Were it not for this program, thousands of titles would be unavailable to scholars and perhaps lost permanently.

We look ahead with pleasure to your continued cooperation.

Yours very truly altheur ROBERT W. MATTHEWS, JR.

Product Manager Information Services

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