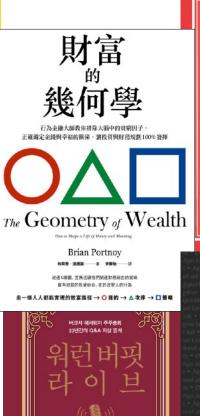


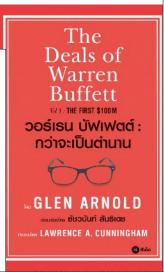
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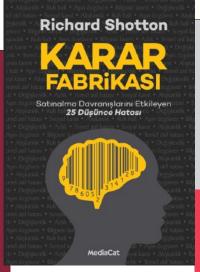
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- When we have received the signed contract and the advance payment, we provide the publisher with the book files and working copies of the original book so that they can begin translation work and preparation for their book's publication. At this time, we will deduct our percentage from the advance payment and pay the balance to you in your royalty statement.
- We will continue to liaise with the publisher (and/or agent if applicable) during the production process and for the approval of cover design files (which we run past you) and provide the publisher with any additional information or materials required.
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- The contract hands over responsibility for the translation work to the licensee and stipulates that they
 employ a suitably qualified translator to undertake the translation work.
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