

INSTRUCTIONS & FORMS



How to obtain permission to reprint *The Way to Happiness*® booklets

Congratulations to you and your company or group for wanting to print and distribute *The Way to Happiness* booklets.

In order to assist you on getting permission to reprint copies of *The Way to Happiness* for distribution, a list of actions have been developed for your convenience. Each step will move you along in sequence and result in the end product of your organization's *The Way to Happiness* booklets actually printed and distributed.

The first thing you should do is to print this document on your ink jet or laser printer. It includes the following materials:

- List of Actions to Do
- Form A – Information Sheet
- License to Print and Glossary
- Reprint License Fee Schedule

Just follow the directions as given in the "List of Actions to Do". If you have questions or need help completing the materials, please feel free to contact us:

The Way to Happiness Foundation International

201 E. Broadway, Glendale, CA 91205

1-800-255-7906 or (818) 254-0600

Fax: (818) 254-0555

Email: info@twth.org

Also be sure to visit our web site at www.twth.org to read of the amazing personal, business and international wins and successes of others using *The Way to Happiness* around the world.





List of Actions to Do:

- ☐ To Obtain the Right to Print *The Way To Happiness* Booklets, And
- ☐ To Get the Booklets Printed and Distributed

With an alarming increase in crime and drug abuse in society you are commended for taking a stand and being one of the many organizations getting the common sense moral code, *The Way to Happiness*, broadly distributed.

In order to assist you on getting permission to reprint copies of *The Way to Happiness* for distribution, a list of actions have been laid out below for your convenience. Each step will move you along in sequence and result in the end product of your organization's *The Way to Happiness* booklets actually printed and distributed.

Read each step below and carry out the actions called for. Once you have done the step, sign it off as done.

0. Print out the "Form A – Information Sheet", the "License to Print" document and its glossary, the "Reprint License Fee Schedule" and this "List of Actions to Do" document.

1. Fill in the Form A – Information Sheet, which is the information sheet to be provided to The Way to Happiness Foundation International for your application to print *The Way to Happiness* booklets.

2. Read through the "License to Print *The Way to Happiness*." Consult the glossary for any words that you are not sure of. Any words that are not in the glossary, you should look up in a standard English dictionary.

3. Once you have read through the License to Print document and you are clear on this, then go back to the beginning of the License to Print and fill in the date, the name of your company and the company address in the spaces provided.

4. Move to Point #1 of the "License to Print", entitled "Grant of Rights". Fill in the amount of copies that you are going to print (20,000 minimum) in the space provided.

5. "The Reprint License Fee is 7 cents (\$0.07 U.S.) per booklet, with 20,000 booklets the minimum amount required to qualify for a reprint. Go to Point #2 of the "License to Print" contract, entitled "Consideration" and fill in the blanks to determine the dollar figure you need to pay The Way to Happiness Foundation International.

Step a: Take out a calculator and multiply your .07 license fee per booklet by the number of booklets that you are going to print and enter that number in the space provided.

Step b: The \$100 fee for camera ready art boards, film or disk is already filled in.

Step c: If you changing the standard cover to a Personalized Cover Design enter \$150 in the space provided.

Step d: Add up the figures in a – c. This will give you the figure you need to pay The Way to Happiness Foundation International for all the booklets you are going to print. Enter the total, both the number and also that number written out in words, in the spaces provided.

6. Stay in the paragraph entitled "Consideration" but move further along and note that the company is allowed to print and distribute additional copies of the booklet, but you have to then pay an additional license fee on these additional

booklets at seven (7) cents a copy. For example, if you print 1,000 additional booklets then you would need to pay an additional \$70.00 in advance of the printing.

7. Re-read the rest of the License to Print and once you have completed this, then fill in the name of your company at the end of the attachment, and sign it where it states:

"COMPANY"

By _____

By _____

For example:

"COMPANY"

ACME INSURANCE

Joe Smith

8. Make a check out for the amount of the license fee that you will need to pay in order to print your copies of *The Way to Happiness*. Make the check payable to The Way to Happiness Foundation International.

9. Send in the signed License to Print, together with the Form A - Information Sheet and your check to The Way to Happiness Foundation International.

10. The License to Print agreement will be reviewed by the Board of Directors of The Way to Happiness Foundation International and you will be informed as soon as possible as to whether or not you have been given the approval to print your booklets. Once you have received permission, then check this point off and move on to the next action.

11. Upon approval by the Board of Directors, you will receive a signed copy of your License to Print agreement, along with a sample reprint copy of *The Way to Happiness* and a specification sheet that your printer will need. File your License copy and materials in a file folder, which you will need to refer to in doing your printing. Note: If your application to print the booklets is not approved, you will be notified by The Way to Happiness Foundation International.

12. Choose a printer to print the booklets. It is optimum to find a printer suited to your needs, e.g. if you want to print a large amount of booklets, it is best to locate a large printing firm. The Way to Happiness Foundation International can provide advice on this.

13. Look at the sample copy of *The Way to Happiness* booklet that has been given to you by The Way to Happiness Foundation International representative. You will see that there is a space at the back of the booklet 4 inches long and 2 inches wide that is reserved for the company name, address, phone number and logo. This is so that people who receive the booklet can request additional copies from your company. Become familiar with the back of the sample booklet and take note where the company details are printed. Work out what message you want to include on the back.

14. Give the printer the sample of the booklet and the specification sheet provided to you (as in # 11 above).

15. Get a good quality copy of your company's logo from your promotional department.

16. Line up a graphic designer who can do a custom design featuring your logo for the back of the booklet.

17. Give the copy of your logo to the graphic designer and have him or her do the following:

a) Design the back of the booklet using the logo and the company name, address and phone number.

b) Lay out the name of the individual in your company from whom the booklet is being given.

c) Typeset and do the artwork for the back and front, so it is ready for the printer.

18. Get copies of the camera-ready art boards, film or disk from The Way to Happiness Foundation International. The

cost for the materials is \$100.00. If you choose the option of changing the cover design to a Personalized Cover Design the additional charge is \$150 if we design your cover. If you use your own designer there is no \$150 fee to The Way to Happiness Foundation.

19. Conditional: If you are not going to use the art boards provided by The Way to Happiness International, you must then provide The Way to Happiness Foundation International with proofs, together with all the artwork and photographs, of *The Way to Happiness* booklet. This is per point 5 of the License to Print agreement. These proofs must be approved prior to print. You will need to ensure that all copyright notices and the necessary wording on the back of the booklet are included per the License to Print agreement. Refer to points 5, 6 and 7 of the License to Print agreement, which specifies what needs to be done.

20. Provide the printer with the film, disk or camera-ready art boards for *The Way to Happiness* book, as well as for the back and front of the booklet.

21. Get a quote from the printer and place your order for the number of booklets you want.

22. Tell the printer that the copies that are printed have to be first quality copies.

23. Have the booklets printed up with the company name on the back and the name of a company representative on the front of the booklet, where it states:
"From: _____."

The name on the front should be a person in the company to whom people receiving the booklet could write for more copies, such as the Customer Service Department representative or Public Relations Director.

24. Once you have taken delivery of the booklets, then get them distributed. You will have worked out a plan for distribution, so this should be executed. There are a number of possibilities for distribution, including distribution to customers, employees, prospective customers and friends. Call The Way to Happiness Foundation International for advice on booklet distribution.

Note: Under no circumstances can these booklets be sold. The right to reprint booklets is granted on the condition that the booklets are given away.

You (or your company) may purchase booklets in bulk at discounted rates from The Way to Happiness Foundation International and these can then be sold. Otherwise people who want to buy booklets can obtain them from The Way to Happiness Foundation International.

25. Inform The Way to Happiness Foundation International when your booklets have been distributed, as well as the results and successes obtained. It is a key action for The Way to Happiness Foundation International to monitor the results of your distribution, so that they can help other companies to obtain the favorable results you obtained with your campaign.

By completing this list of actions, and getting your booklets distributed you will have helped many people in the society and your community to survive better, and you have helped to make your community safer.

Very well done! –Public Activities Secretary
The Way to Happiness Foundation
International

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"Form A" Information Sheet

To be provided to

The Way to Happiness Foundation International

Please complete the following, with regard to your printing of *The Way to Happiness* booklets:

1. Name of your company or business, and what the business does:

2. Country in which you will be printing: _____

3. Language the booklets will be printed in: _____

4. Quantity: _____

5. Approximate Printing Date: _____

6. What are your plans for the distribution of the booklets? How do you plan to distribute and to whom? What dates do you plan to distribute?

Thank you! (End of Form A)



Reprint License Fee Schedule

Your Costs for Reprinting *The Way to Happiness* Booklet

1	License Fee	Seven Cents (\$0.07) Per Book (20,000 minimum order) paid to The Way to Happiness Foundation International
2	Fee for Camera Ready Art Boards, Film or Disk	\$100 paid to The Way to Happiness Foundation International
Optional 3 Optional	Have a Different Cover Design for the Book	See Option A or Option B below for the set up fee paid to The Way to Happiness Foundation International
Option A	We will design a Personalized Edition cover design for you	An additional \$150 set up fee paid to The Way to Happiness Foundation International
Option B	Design your own Personalized Edition cover per our design specifications	We charge no set up fee but you pay your designer directly for the new cover design
4	Printing Costs	This fee you pay to the printer of your choice for the actual printing of your books



License to Print *The Way to* Happiness®

THIS LICENSE TO PRINT ("Agreement"), dated as of the ____ day of _____ 200__ by and between THE WAY TO HAPPINESS FOUNDATION INTERNATIONAL ("TWTH INT"), whose address is 201 Broadway, Glendale, CA 91205,

and _____ ("Company"),

whose address is _____

With reference to the following:

A. TWTH INT has been granted the right to license others to print, publish and distribute the literary work entitled "The Way to Happiness" by L. Ron Hubbard ("Work") in paperbound form.

B. Company desires a license to print and distribute the Work to persons affiliated with the Company through employment, ownership or otherwise.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and conditions contained herein, the parties agree as follows:

1. Grant of Rights. TWTH INT hereby grants Company the non-exclusive right to print _____ copies of the Work in paperbound form for distribution (but not sale) to persons affiliated with the Company, including without limitation, employees, stockholders, customers, prospective customers and friends. Under no circumstances shall copies of the Work printed hereunder be sold by Company.

2. Consideration. To calculate how much the Company shall pay to The Way to Happiness Foundation International fill in the following steps:

- a. # of Books multiplied by seven cents: _____ X .07 = \$ _____
- b. Fee for camera ready art boards, film or disk: \$ _____ 100.⁰⁰ _____
- c. Optional: \$150 set up fee for The Way to Happiness Foundation to design a Personalized Cover Design \$ _____
- d. **TOTAL:** \$ _____

The company shall therefore pay the sum of:

- ☐ Dollars (\$) _____
(enter the number from "TOTAL" above)
- ☐ _____
(write out in words the sum above)

upon execution of this Agreement as consideration for the rights granted in Paragraph 1 above.

The Company may print and distribute additional copies upon payment to TWTH INT in advance of an amount equal to seven cents (\$0.07) (see attached schedule) per copy times the number of additional copies which Company desires to print and distribute.

3. Changes, Advertising. No one may make changes in the Work or its title. Advertising, or material written or prepared by others, may not be inserted or printed in any edition of the Work, except that the Company may include a statement to be printed on the back outside cover indicating that the Work has been printed and is being distributed compliments of the Company.

4. Warrant and Indemnification. TWTH INT represents and warrants that:

- a. TWTH INT possesses all rights granted hereunder, pursuant to license, which is in full force and effect, and has full power to execute this Agreement;
- b. The Work does not, to the best of the TWTH INT's knowledge, infringe statutory copyrights or common law literary rights of others, and, to the best of the TWTH INT's knowledge, and, does not violate the rights of privacy of, or libel, other persons.

5. Typesetting, Galley and Page Proofs.

TWTH INT shall make available to Company, on such terms as may be agreed upon by the parties, plates, offset negatives, computer drive tapes or discs, or other means to reproduce the Work (collectively "Plates"). If the Plates are used, Company agrees to produce or cause to be produced first quality copies. TWTH INT shall have the right, exercisable from time to time, to inspect the quality of such copies. On the other hand, if Company does not use the Plates, Company shall utilize copy furnished by TWTH INT to produce its own means of reproduction and shall furnish TWTH INT, for its approval prior to printing, galley and page proofs of the Work (or retyped manuscript where composition is done by computer or similar means), together with all artwork and photographs and captions therefore, if any.

6. Copyright. Company shall not distribute copies of the Work unless there is printed in every copy of the Work a proper United States copyright notice sufficient to secure and protect United States copyright and Universal Copyright Convention rights in the Work for TWTH INT's licensor.

7. Company's Responsibility. Company shall not distribute copies of the Work unless there is printed on the outside back cover of each copy of the Work the following:

"This is the first non-religious moral code based wholly on common sense. It was written by L. Ron Hubbard as an individual work and is not part of any religious doctrine. Any reprinting or individual distribution of it does not infer connection with or sponsorship of any religious organization. It is therefore admissible for government departments and employees to distribute it as a non-religious activity." (Reprinting can be arranged with The Way to Happiness Foundation International)

8. Reservation of Rights. All rights in the Work not specifically granted herein to Company are reserved either to TWTH INT or to TWTH INT's licensor, and may be exercised or disposed of by TWTH INT or its licensor at any time.

9. Accounting. Company shall maintain accurate books and records pertaining to the number of copies printed. Upon TWTH INT's written request, TWTH INT may examine the books and records of Company, which relate to printing of copies of the Work. If such examination discloses that more than the agreed upon number of copies were in fact printed, Company shall pay to the TWTH INT the cost of the examination, together with an amount computed in accordance with Paragraph 2.

10. Termination. This agreement shall terminate and all rights granted to Company shall automatically revert to the TWTH INT, upon the happening of any of the following:

- a. The filing of a petition for bankruptcy by Company which petition is not dismissed within ninety (90) days of its filing.
- b. An assignment by Company for the benefit of creditors.
- c. Failure to pay for reprinting additional copies within six (6) months of printing the initial print run or any print run thereafter.
- d. The dissolution of the Company.

TWTH INT may terminate this Agreement at any time, upon ten (10) business days' written notice to Company of a default hereunder; provided that Company has not cured such default within the ten (10) day period.

Upon termination:

- a. If TWTH INT furnished Plates to Company, Company shall, at the option of TWTH INT, return the Plates to TWTH INT or destroy the Plates; or
 - b. If Company prepared its own means of reproduction, Company shall destroy such means.
- Where Company is required to destroy the Plates or the means of reproduction, Company shall furnish TWTH INT with the certificate of an officer of the Company confirming the destruction.

11. Governing Law. This agreement shall be interpreted under the internal laws and judicial decisions of the State of California.

12. Binding on Successors. This Agreement shall be binding on the parties and upon their respective heirs, administrators, successors and assigns. This Agreement may not be assigned by either party without the mutual consent of the parties.

13. No Waiver. This Agreement constitutes the complete understanding of the parties and no waiver or modification of any provisions shall be valid unless in writing, signed by TWTH INT and Company. The waiver of a breach or of a default under any provision hereof shall not be deemed a waiver of any subsequent breach or default.

14. Notice. Any notice required to be sent hereunder shall be sent by first-class mail, postage prepaid, return receipt requested, to TWTH INT or Company at the addresses given in the Preamble of this Agreement, which addresses may be changed by either of them by written notice to the other. Any such notice deposited in the mail shall be conclusively deemed delivered to and received by the addressee four (4) days after deposit in the mail if all of the foregoing conditions of notice shall have been satisfied.

15. Headings. The headings and captions of the various paragraphs are for convenience only, and they shall not limit, expand or otherwise affect the construction or interpretation of this Agreement.

16. Proper Use of Copyrights. Company acknowledges its full responsibility for the copies of the Work it distributes and covenants that neither it nor any of its agents, employees or affiliates will make any claim against TWTH INT, TWTH INT's licensor, TWTH INT's representatives or any person associated with either. Company shall indemnify TWTH INT and its licensor, agents, employees, representatives, successors, assigns and affiliates, and hold them harmless from and against all costs, liabilities, claims and actions of any kind, including, without limitation, attorneys' fees and court costs, which arise from or relate to any activity of Company under this Agreement. All such claims and actions shall be defended at the expense of Company through legal counsel acceptable to TWTH INT.

17. Entire Agreement. This Agreement supersedes and replaces all previous agreements between the parties hereto regarding the Work and may not be amended except in writing signed by both parties hereto.

IN WITNESS WHEREOF, the parties have duly executed this Agreement the day and year first above written.

"TWTH INT"

THE WAY TO HAPPINESS FOUNDATION INTERNATIONAL

By _____

By _____

"COMPANY"

By _____

By _____



Glossary of Words and Terms

Used in the "License to Print" Agreement

IMPORTANT NOTE: The following words and terms are defined for your reference and convenience. In going through the License to Print Agreement, be sure to look up any terms you do not know the meaning of by using this glossary or referring to a standard English dictionary.

ACCOUNTING - A report on how financial matters have been dealt with.

ADMINISTRATOR - A person appointed by court to administer (manage or take charge of) the assets and liabilities of the deceased.

AFFILIATES - Affiliated (connected with or associated with) individual or organization; members.

AGREEMENT - A mutual understanding or arrangement reached between two or more nations, persons, or groups of persons among themselves. A document where such understanding or arrangement is written.

ARTWORK - Both illustrations and type, exactly positioned and pasted up on pages to be sent to the printer.

ASSIGNS - Those to whom property is, will, or may be assigned (transferred).

ASSIGNS - A transfer of a claim, property, etc.

BANKRUPTCY - The state of an instance of a person being legally declared unable to pay his debts, and the person is forgiven by the Court for all this debts or a portion of them.

BINDING - That holds one to an agreement, promise, etc.

COMMON LAW - Law based on custom, usage and confirmed by the decisions of

judges (as opposed to law made by statutes).

COMPANY - A number of individuals assembled or associated together: group of people. A number of persons united or incorporated for joint action, especially for business; a publishing company; a dance company.

COMPUTER DRIVE - A unit that reads and writes data on magnetic tape, a disk, etc.

CONDITIONS - A clause in a contract that revokes, suspends or modifies one of more of its stipulations upon the happening of an uncertain future event.

CONSIDERATION - Something of value given or done in exchange for something of value given or done by another, in order to make a binding contract.

COPYRIGHT - The legal right to be the only one allowed to copy, publish, produce or sell a particular piece of writing, art, music or other creative work.

COVENANTS - A promise to do or not do something, a formal agreement.

DEFAULT - To fail to perform an obligation that is due, such as making payment when due, or filing legal documents when due.

DISC or DISK - Any thin, flat, circular thing.

DISSOLUTION - The termination, as of a business, association, marriage or union.

DOCTRINE - Something taught; teachings.

EXECUTION - The making valid of a legal instrument (deed, contract, etc.), as by signing, sealing and delivering.

GRANT (OF RIGHTS) - To give formally or according to legal procedure.

GALLEY PROOF - A galley is a shallow, narrow tray for holding composed type to be put into a form. A galley proof is the printer's proof taken from type in a galley to permit correction of errors before the type is made up in pages.

GOVERNING - The exercising of authority over, rule, administer.

HEIRS - Persons who get or have the legal right to get another person's property or title when the other person dies.

INDEMNIFICATION - To compensate for damage, loss or hardship; to repay someone for loss or damage.

INFRINGE - To act contrary to or violate a law, an obligation, a right or an agreement.

LIBEL - A written or published statement, picture, etc. tending to damage a person's reputation or subject someone to public ridicule and disgrace.

LICENSE - Formal or legal permission to do something specified.

LITERARY - Of or having to do with books or writings.

MANUSCRIPT - A written or typewritten book, article, etc., especially an author's copy of his work as sent to a printer or publisher.

MORAL - Able to know right from wrong in conduct; deciding and acting from that understanding.

MUTUAL - Shared in common; joint.

NEGATIVES - An exposed and developed negative film or plate from which positive prints are made.

NOTICE - A formal warning of intention of something, such as to end an agreement or contract at a certain time.

OFFSET - A printing process in which the inked impression of a plate is first made on a rubber-covered roller, from which it is transferred to paper; or to make up for or compensate for something.

PARTIES - Either of the persons or side concerned in a legal matter.

PETITION - A written plea asking for a specific court action.

PRIVACY - Condition of being private; absence of publicity; secrecy.

PROOFS - An impression of composed type taken for checking errors and making changes.

PUBLISH - To prepare and bring out for sale a book, magazine, newspaper, etc.

REPRINT - To print an additional impression of an earlier book, pamphlet, etc., usually without changes.

RESERVATION - A withholding of a right, interest, etc.

RIGHTS - That which a person has a just claim to; power, privilege, etc. that belongs to a person by law, nature or tradition.

STATUTORY - Having to do with, or set by, a rule or law.

STOCKHOLDERS - Persons who own stock or shares in a company.

SUCCESSORS - Persons who follow another in office, position or ownership of property.

TAPES (Computer tapes) - To record computer data on magnetic tape.

WAIVER - A voluntary giving up of a right, claim, etc.

WARRANTIES - Guarantees of things in a contract.