

## To Textbook Distributors:

This document is meant to provide guidance to textbook distributors seeking to submit suspected counterfeit inventory to EPEG member publishers for review. It refers to the EPEG Surrender Submission Form, which is available for download as a Microsoft Excel spreadsheet on the [StopCounterfeitBooks.com](http://StopCounterfeitBooks.com) website.

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1

Using the EPEG Surrender Submission Form, you, the distributor, should create a new spreadsheet for each shipment to be made to each publisher. You should identify each book separately with your unique identifier/SKU as well as general bibliographic information and shipping details requested in the EPEG Surrender Submission Form. Rename each spreadsheet using the following convention: distributor name (i.e. your company), date of initial contact, "Surrender". For example, a surrender made by Acme Book Traders on March 1, 2019 would see the file named: Acme Book Traders 2019.03.01 Surrender.xlsx. Please also complete the header information, including your full identifying contact information and the instructions for return shipping of any books not confirmed as counterfeit.

Before shipping the books, please email the spreadsheet to the appropriate publisher representative and copy [EPEG\\_surrenders@oandzlaw.com](mailto:EPEG_surrenders@oandzlaw.com). If you do not have contact information or a shipping address for the appropriate publisher representative, it will be provided in a response from [EPEG\\_surrenders@oandzlaw.com](mailto:EPEG_surrenders@oandzlaw.com). In the subject line of the email, please use the same naming convention used for the name of the surrender spreadsheet and include the shipment tracking number(s) in the body of the email.

Ship the suspected counterfeit books to the publisher at the designated address and include a hard copy of the EPEG Surrender Submission Form (columns A to L) in the boxes.

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2

Upon receipt and processing, the publisher will note any discrepancies in the shipment (e.g., missing or misidentified books). The publisher will email the EPEG Surrender Submission Form back to you with the publisher's designations (CF for counterfeit or Release for those books that cannot be confirmed as counterfeit). The publisher will ship all books not confirmed to be counterfeit back to you, and shipping information for these books will be included in the EPEG Surrender Submission Log.

It is possible the publisher may need to conduct further review of printing details or may need to track down a legitimate exemplar for comparison to a suspected counterfeit book. In that case, the publisher will identify any such books as FR for further review so as to not delay the process. The publisher will supplement the spreadsheet as needed after finalizing the determination of authenticity for those books marked for further review.

Those books confirmed to be counterfeit will not be returned to you. Upon request, the publisher will provide a counterfeit certification letter for the books identified as counterfeit.

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3

Finally, for all units confirmed as counterfeit, you, the distributor, should complete the supplier identification information portion of the EPEG Surrender Submission Log. Please note that the details requested include the purchase date, which is the date on which you purchased the counterfeit unit from your supplier.

You should then email the completed spreadsheet to the publisher representative, copying [EPEG\\_surrenders@oandzlaw.com](mailto:EPEG_surrenders@oandzlaw.com).

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All questions may be directed to [EPEG\\_surrenders@oandzlaw.com](mailto:EPEG_surrenders@oandzlaw.com).