

INSTRUCTIONS & FORMS



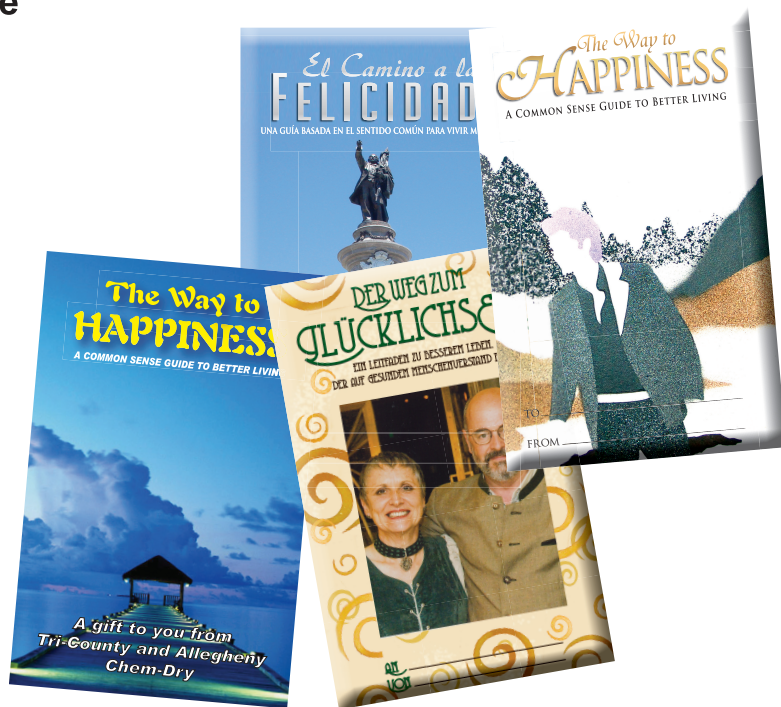
How to obtain permission to reprint *The Way to Happiness*® booklets

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 or sale, 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. 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.twthonline.org to read of the amazing personal, business and international wins and successes of others using *The Way to Happiness* around the world.

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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 guide to better living, *The Way to Happiness*, broadly distributed.

In order to assist you in getting permission to reprint copies of *The Way to Happiness* for distribution or sale, 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, and the "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 10 cents (\$0.10 U.S.) per booklet. 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 .10 license fee per booklet by the number of booklets that you are going to print and enter that number in the space 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 ten (10) cents a copy. For example, if you print 1,000 additional booklets then you would need to pay an additional \$100.00 in advance of the printing.

Custom Cover designs can be chosen from a collection of templates online at <http://www.twthonline.org/customcover.html> or an original cover can be designed for a fee of \$75 per hour.

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. Go online to www.twthonline.org or call in your payment for the license fee that you will need to pay in order to print your copies of *The Way to Happiness*. Payment can be made by U.S. check, Visa, Mastercard, American Express, Discover, Paypal, or Bankwide.

9. Send in the signed License to Print, together with the Form A - Information Sheet and your payment (if not paid online) 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, you will receive a signed copy of your License to Print agreement. 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. Give the printer the sample of the booklet and the specification sheet provided to you (as in # 1 above).

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

15. Choose from our designs at <http://www.twthonline.org/customcover>, or Line up a graphic designer to do a custom design featuring your logo for the booklet, or have The Way to Happiness International do a custom design featuring your logo for the booklet.

16. Give the copy of your logo to The Way to Happiness International or the graphic designer and have him or her do the following:

- a) Design the cover 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.

17. Get copies of the electronic files of the inside text of the booklet from The Way to Happiness Foundation International.

18. Conditional: If you are going to have your own custom cover designed, it must be approved by The Way to Happiness Foundation International prior to printing. Email a hi-resolution pdf copy of the cover to tim@twth.org for approval. 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.

19. Provide the printer with the electronic file for *The Way to Happiness* book, as well as for the cover of the booklet.

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

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

22. 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.

23. 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.

24. 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. please send this information to info@twth.org.

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)

LICENSE TO PRINT
THE WAY TO HAPPINESS BOOKS FOR
DISTRIBUTION OR RESALE

THIS LICENSE TO PRINT ("*Agreement*"), dated as of the _____ day of _____, 20____, by and between **THE WAY TO HAPPINESS FOUNDATION INTERNATIONAL** ("*TWTH*"), whose address is 201 East Broadway, California 91205, and _____ ("*Company*"), whose address is _____, with reference to the Work entitled *The Way to Happiness* by L. Ron Hubbard ("*Work*"), the parties agree as follows:

1. Grant of Rights. In consideration of the faithful performance by *Company* of all of the terms and conditions of this *Agreement*, *TWTH* hereby grants *Company* the nonexclusive right to print, distribute and/or sell copies of the *Work* in paperbound booklet form. If copies are sold, they must be sold in bundles of twelve (12). From such printing, *Company* shall deliver five (5) copies to *TWTH*.

2. Consideration. As consideration for the rights granted, *Company* shall pay to *TWTH*, upon execution of this *Agreement*, a royalty equal to Ten Cents (\$0.10) for each copy of the *Work* it intends to distribute at no charge or sell.

The payment of: _____

shall entitle *Company* to print _____ copies of the *Work*.

Company may print additional copies upon payment to *TWTH* in advance of a royalty, based upon the foregoing formula, together with a written statement of the number of copies to be printed.

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

4. Warranties. *TWTH* represents and warrants, to the best of its knowledge, that: (a) *TWTH* possesses all rights granted hereunder, pursuant to license, which is in full force and effect, and has full power to execute this *Agreement*; and (b) The *Work* does not infringe statutory copyrights or literary rights of others, and does not violate the rights of privacy of, or libel, other persons.

5. Film and Page Proofs. *TWTH* shall make available to *Company* discs or electronic transfer to reproduce the *Work* (collectively "*Film*"). *Company* shall reimburse *TWTH* for any costs for the *Film*. If the *Film* is used, *Company* agrees to produce or cause to be produced, without changes, first quality copies, and to permit *TWTH* to inspect the quality of such copies. On the other hand, if *Company* does not use the *Film*, *Company* shall utilize copy and artwork furnished by the *TWTH* to produce its own means of reproduction and shall furnish *TWTH*, for its approval prior to printing, artwork and page proofs of the *Work*. Custom artwork is available from *TWTH* for an additional fee.

6. Copyright. *Company* shall print, in every copy of the *Work* a copyright notice as follows: ©1981,2005, 2007, 2009 L. Ron Hubbard Library. All Rights Reserved. Below the notice, *Company* shall print: Any unauthorized copying, translation, duplication, importation or distribution, in whole or in part, by any means, now or hereafter known, including, without limitation, electronic copying, storage or transmission, is a violation of applicable law. THE WAY TO HAPPINESS and the “Road & Sun” design are trademarks owned by L. Ron Hubbard Library in the USA and in other countries (trademark registrations issued and pending) and are used with permission.

7. Company's Responsibility. *Company* shall print, or cause to be printed, on the outside back cover of each copy of the *Work*, the following notice:

“This may be the first nonreligious 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 nonreligious activity. (Reprinting can be arranged with The Way to Happiness Foundation International.)”

8. Accounting. *Company* shall maintain accurate records pertaining to the number of copies printed. Upon *TWTH's* written request, *TWTH* may examine the 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 *TWTH* the cost of the examination, together with an amount computed in accordance with Paragraph 2.

9. Termination. *TWTH* reserves the right to refuse to renew this *Agreement*. *TWTH* may terminate this *Agreement* at any time prior to the printing of copies by the *Company*, upon refund of the consideration paid. Upon termination: (a) if *TWTH* furnished *Film* to the *Company*, the *Company* shall, at the option of *TWTH*, return the *Film* to *TWTH* or destroy the *Film*; or (b) if *Company* prepared its own means of reproduction, the *Company* shall destroy such means.

10. 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* 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.

11. Notice. Any notice required to be sent hereunder shall be sent by first class mail, postage prepaid, return receipt requested, to *TWTH* or *Company* at the addresses given in the Preamble of this *Agreement*. Notice shall be deemed delivered to and received by the addressee 3 days after deposit in the mail. Such addresses may be changed by either of the parties upon written notice to the other.

12. 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*, its licensor, or their respective officers, directors, employees, agents and representatives (“*TWTH Affiliates*”). *Company* shall indemnify *TWTH*, its licensor and *TWTH 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*.

13. General Provisions. In the event of any action at law between the parties hereto to enforce and/or interpret any provision hereof, the prevailing party shall be entitled to recover its costs and reasonable attorneys' fees. This *Agreement* shall be governed by and construed in accordance with the laws of the State of California. This *Agreement* supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter of this *Agreement*, and contains the entire understanding of the parties relating to such subject matter. This *Agreement* shall be binding on the parties and upon their respective successors and assigns. This *Agreement* may not be assigned by the *Company*. The headings in this *Agreement* are inserted for convenience only and are in no way intended to define or limit the scope, intent or interpretation of this *Agreement*. Each individual executing this *Agreement* on behalf of a corporation represents and warrants that he is authorized to execute and deliver this *Agreement* on behalf of the corporation.

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

THE WAY TO HAPPINESS FOUNDATION INTERNATIONAL

By: _____

"TWTH"

By: _____

"Company"

Date

The Way to Happiness Foundation International • 201 East Broadway Avenue, Glendale, California 91205 USA
Telephone (818) 254-0600 • Fax (818) 254-0555 • thewaytohappiness.org

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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.