

# Sova Enterprises

*On-Line since 1999*

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We are happy to take part in spreading the enjoyment of Arts & Crafts with people all over the world. Watching the Art & Craft community flourish is a joy indeed. We hope to bring smiles all around, from the designer and craftsman as well as those who enjoy looking.

Providing quality products as well as excellent customer service through our Internet based business is one of our highest priorities.

Please take time to familiarize yourself us and our on-line sites, public site policy is not included in this form: <http://www.sova-enterprises.com> <http://www.bead-patterns.com>  
<http://www.bead-patternsmag.com>

## Designer/Vendor Information:

### Financial:

- Sova Enterprises is a distribution agent. Our fee is **45%** per item sold.
- All funds are US currency. Checks are calculated and issued once a month (less our fee). Checks are mailed via the US Postal Service and will be mailed on or before the last day of the month that follows the sales month. Example: Checks are mailed for the sales from March 1 to 31 on or before April 30. Special arrangement requests, such as PayPal, please inquire.
- FREE item listings receive our gratitude only.
- Minimum: earnings under \$25.00 will be carried over to the next payment schedule. Our Checks include "Check is VOID after 90 days". Please deposit/cash your checks promptly. Some banks charge a fee to cash USA checks, if you need your check held until a certain amount has been reached, please let us know on this form.
- Check Replacement: requires the original check is in our possession, otherwise the issuance of a STOP PAYMENT must be issued. Any fees charged will be paid by the responsible party.
- **Taxes:** Sova Enterprises is a selling agent for you. We do collect and pay applicable sales tax. We do not withhold income or employee taxes. You are responsible for your own tax situation. **A W-9 (US) or W-8 (non US) form must be supplied to Sova-Enterprises, see [www.irs.gov](http://www.irs.gov) for forms.**

### Earning Reports:

- On-line earning reports are available for your record keeping purposes.
- These reports are in real time. Watching and tracking sales will be at your fingertips.
- On occasion you may notice a decrease in your earning report. This is usually a VOIDED sale, issued because an overzealous customers double orders. If you have questions about your report please contact us and we will be happy to explain things.
- Save and/or print the monthly reports for your records. Printed reports are not provided.

### Public Information:

- Customer information/records are not provided to designers.
- Designated Designer information is provided on-line to the Public, the Public can use the email and web address information provided for each designer to initiate contact.

### LISTING Information:

- Item descriptions provided will be clear representations of each item offered.
- Pricing is at the designer's discretion.
- The responsibility of testing & proofing your patterns and files is yours, as is copyright research.
- Choose the appropriate categories and make the description fit, not too wordy but DO give pertinent information, this will enable customers to locate items much easier.
- At the discretion of Sova Enterprises, files that do not meet our requirements will be:
  - Removed,
  - Changed by Sova Enterprises or
  - A revised file will be requested.

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## Copyright:

- Sova Enterprises may request documented proof of your copyright at anytime.
- Non-compliance will result in removal. We do not provide legal services.

## Overview:

- Designers will provide the product; PDF file & images and will add items directly to our sites.
- Sova Enterprises will handle sales, customer support, payment transactions & fees, provide access to on-line reports, advertise, maintain web sites - web site content – scripts, and issue earning payments (less our fee).

## Designers will provide items in the following format:

- Pattern in PDF format, 1 **PDF** per item listed.
- Image(s) of the finished item: JPG only, 60kb or less, 1 JPG per item listed. *\*Multiple images may be accepted in the future.*

## PDF File Format:

- Viewable & Printable using Acrobat Reader 9.0 or older (6.0, 5.0 etc).
- PAGE SIZE: 8-1/2" x 11" only, no exceptions.
- MARGINS: 1/2" on all sides, (top, bottom, right and left).
- INCLUDE:
  - Designer Copyright information, Name and Year, is to be included on all pages of the PDF file.  
*Examples: © 2006 Rita Sova or Copyright 2006 by Rita Sova*
  - Distributed by <http://www.Sova-Enterprises.com>
  - Your contact information is optional. Keep it simple.
  - The finished item image must be in the PDF file.
  - Page numbers in multiple page documents.
  - Bead & Supply info **MUST** be included.
- Pattern must be easily readable, without enlarging.
- FONTS: Must be EMBEDDED within the PDF file.
- GRAPHICS / ILLUSTRATIONS used in pre-PDF programs:
  - Flatten illustrations prior to inserting into pre-PDF program.
  - GIF, TIF, BMP, PCT seem to work best.
- QUALITY: Crisp & clear. No fuzzy or blurry qualities.
- PDF FILE SIZE (KB):
  - Single page PDF: 150 kb or less.
  - Multiple page PDF: 80 kb or less per page.
  - FREE items: 200 kb or less, no matter how many pages.
- DO NOT include advertising.

## JPG Images:

- 5" x 5" or less (1 image = Regular image).
- 110 Pixels x 110 Pixels or less (1 image = thumbnail).
- 80 kb or less.
- 72 DPI/PPI only.
- Sova Enterprises' reserves the right to use any JPG file submitted for advertising purposes.

## Policy:

- Sova-Enterprises / Bead-Patterns.com does require exclusivity, except for your own personal web site, for all downloadable designs listed with us (example: PDF files). Should you change your mind just let us know, we will remove listings/patterns and/or this agreement may be dissolved.

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## On-Line Submission information and instructions

### Getting Started:

1. Submit your original completed & signed forms (Agreement and W-8 or W-9) by mail. *Optional: submit form via FAX to start the process – process will not complete until the original signed forms are received by Sova-Enterprises.*
2. Please contact us via email or phone if you have questions or concerns.
3. Once we receive your completed and signed forms (Agreement and W-8 or W-9) we will contact you by email.
4. Please prepare 2 or 3 patterns with images, as you would be submitting to our sites. We will proof these and then proceed from there.

Send 1 email per pattern, include 3 files (see list below):

Subject: Name of this Pattern

1 JPG image, 72 DPI, 5" x 5" or smaller - for Bead-Patterns.com & Sova-Enterprises

1 JPG image, 72 DPI, 110 pixels x 110 pixels or smaller - thumbnail image for Sova-Enterprises

1 PDF used on both sites.

5. Upon approval, a password-protected address and password will be emailed to you.
6. The web address is for our **Designers Utilities Page** which includes links for:
  - o Adding an item/pattern to our web site.
  - o Viewing invoice/sales report for THIS (current) month (remember to save your reports each month).
  - o Viewing invoice/sales report for LAST (previous) month.
  - o Listing items ON-SALE. ON-SALE items may remain in the ON-SALE Category for 30 consecutive days only. 30 Days must elapse between ON-SALE listings.
  - o Adding your designer biography information.
  - o Uploading files for us (not added directly for public view).

### Making Changes:

After an item is added to the site you will need to contact Sova Enterprises to make any changes; spelling, price, etc. *Item Number(s) and site name must be provided along with the requested changes.* Changes are usually made within 24 hours of receiving the request. Email requests to: [orders@sova-enterprises.com](mailto:orders@sova-enterprises.com) or [rita@sova-enterprises.com](mailto:rita@sova-enterprises.com)

### Going Going GONE Category:

If you find you would like to discontinue an item you can, at your option, request the item be moved to the Going Going GONE category or request the item be removed. Once an item is entered in the Going Going GONE Category it must be removed within 30 days. *Item Number(s) must be provided along with the requested changes via email.*

**Contact Information must be kept updated;** email address, web address, and physical mailing address. At times we may need to contact you about a pattern, instructions, check, sales, customer question, etc.

- Email is the preferred method of contact.
- The expense to send physical mail will be deducted from your sales income (excluding each 1<sup>st</sup> Check mailing). Example: request for updated information because we are not able to contact via current info.
- The expense to resend physical mail (such as returned checks) will be deducted from your sales income.

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## AGREEMENT:

- I am the original copyright holder of the item(s) submitted and listed.
- I own all rights/permission to sell and reproduce the items(s) submitted.
- As per information provided by Sova Enterprises, I will provide the required files and information in the proper format.
- I will document my sales report information from the information supplied for my records/taxes.
- I will abide by the policy, terms, conditions, rules and information set forth by Sova Enterprises.
- I agree to the usage permission of my designer name, item pictures and information for promotional and advertising purposes of Sova Enterprises.
- I may, in written form, request that my items be removed. Sova Enterprises has 5 days to comply with my request.
- I understand that Sova Enterprises has the right to remove or alter an item(s), or a designer from their sites at their discretion.

## Information:

Name to Print on Checks (must be your name or your company name):

Designer Name (as listed on our Web sites):

Examples: 1) Joan Smith 2) Joan Smith AKA Bead Designs 3) Bead Designs 4) Bead Designs AKA Joan Smith  
It is a major undertaking to change your designer name after it is in our system.

Mailing Address:

Address:

City:

State:

Zip Code:

Country:

Phone:

Email Address:

URL/Web address you would like posted for public view:

Email address you would like posted for public view:

Requested Password:

Signature:

Date:

Sova Enterprises (Rita Sova)  
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e-Mail: [rita@sova-enterprises.com](mailto:rita@sova-enterprises.com)

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