



## **Form G: Publisher's Delivery for Controlled Circulation**

Use Form G to record and verify newspaper delivery by the paper's own vehicle and employees to dealers, street boxes, apartments, convenience stores, etc. The employee who physically delivers the newspapers, as well as the circulation manager, are required to verify Form G's accuracy by signing it. Ensuring pick-up returns and keeping accurate totals are the responsibility of the newspaper.



The publisher may also use Form G in cases where the paper uses an outside distribution firm or delivery service. The driver must sign the form. The publisher is required to maintain a list that shows the full name, address and phone number of any driver signing these forms.

## **Form G: Publisher's Delivery for Paid Circulation (optional)**

Use Form G to record and verify newspaper delivery by the paper's own vehicle and employees to dealers, street boxes, apartments, convenience stores, etc.