# SOP 2 - Complementary journals.

**Aim.**

When journals are being printed, extra copies are always included in the final number required. These extra copies are complement compromised of:

1. Complimentary copies.
2. Copies to cover unforeseen losses.
3. Copies to send to advertisers, prospective advertisers and contributors.
4. A master copy for archive binding.

**Advertisers.**

A copy of the Journal goes to each advertiser, along with an invoice for the advertisement.

**Contributors.**

A copy of the Journal is sent to each contributor, along with a cover letter thanking them for their contribution. (Upon the discretion of the Journal Editor.)

**Complimentary copies**.

Complementary copies can include at the discretion of the journal editor:

* The Honorary Secretary and Chairperson of the **AWGB**.
* The Journal Editor and Chairperson of the **AAW**.
* The President and Honorary Secretary of the **AFTAB**.
* The editor off ***Woodturning*** Magazine.
* The CEO of the Design & Craft Council of Ireland.
* The director of the **Tree Council of Ireland**.
* Each of the demonstrators who are engaged to demonstrate at the National Seminar. (Usually the issue before the seminar.)
* Nominated persons within any other organisation with whom the IWG has similar reciprocal arrangement.
* Up to 3 copies to the family of a deceased member whose obituary appears in that issue upon request from either family of relevant Chapter Secretary or at the discretion of the Journal Editor.

**Unforeseen events**.

Occasionally journals may get lost in the post or a member doesn't receive a copy, or a request is received for an extra copy. A certain number of extra copies are reserved for these events and as an archive for future years.