

Dear *Sir/Madam*,

For **TRANSPARENT POLICY**, we are working through **ONLINE BOOK MANAGEMENT SYSTEM** through which you will receive mail on every step, as given below:

**On Selection:** Whenever any person **selects** your book for Book Order / Specimen, you will receive the mail immediately.

**On Removal:** Whenever any person **removes** your book from their Order / Specimen Order, you will receive the mail immediately.

**On Confirmation:** Whenever any person **finalized** their Order/Specimen Order, you will receive the mail immediately.

**On Dispatching:** Whenever we **dispatch** the book, you will receive the mail immediately having information of dispatching.

**On Royalty Transfer:** We transferred the Royalty on **Monthly Basis** and you will receive the mail regarding royalty transfer information.

**IMPORTANT:** We supply the books only after receiving **CONFIRMATION** from your side.

This whole process for Confirmation/Royalty Transfer/Dispatching will be **TRACK** from:

**CONTROL PANEL >> AUTHOR SECTION >> BOOK TRACKING**

Feel free for any enquiry more @ 9956127040 (Mumbai).

Regards

**Admin**

**VSRD Academic Publishing**

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