



## Author and Publisher Agreement

1. **Basic Option Elements include: (send press ready text and cover file by email)**
- ✓ **25 Press Releases.** Your book's image and information will be displayed on 25 8.5 x 11 glossy coated sheets to promote your book for signings, interviews, etc. Your photo will also be added (optional)
  - ✓ **Cover design.** Your cover will be designed if you don't have an image of your own. After first approval, changes will be subject to the hourly rate of \$45 per hour.
  - ✓ **Create digital files.** After final approval, cover image along with text will be given to you on a disc for future changes or printing.
  - ✓ **ISBN.** All books come with an ISBN, you may wish to purchase your own or use one of ours. An ISBN is your book's social security number, even if you use ours it is still your book and you own it. It just lists us as the publisher, but you are still the author and owner.
  - ✓ **Listing in Books in Print.** This is where your book identification information is stored world-wide. This is where retailers and wholesalers can find you to make sales.
  - ✓ **100 Perfect Bound Books.** Books will be beautifully printed with laminated covers for up to 150 pages.
  - ✓ **Formatted text pages.** The pages of your book will be formatted for the best reading enjoyment. Pictures on any of the inside pages are an additional \$8 per picture.
2. **Premium Option Elements. (mail hand-written manuscript and cover images)** This option includes the Basic Option and the typing of your hand-written manuscript.
3. **Initial Payment and Refund Policy.** This agreement begins with an initial payment of \$\_\_\_\_\_. If the client halts work and applies by registered letter for a refund within 30 days, to JonHod Publishing Services, 576 Valley Rd. #266, Wayne NJ 07470 within this time period, work completed shall be billed at the hourly rate of \$45 per hour and deducted from the initial payment, the balance of which shall be returned to the client. If at any time of the request for refund, work has been completed beyond the amount covered by the initial payment, the client shall be liable to pay for all the work completed at the hourly rate stated above. No portion of this initial payment will be refunded unless written application is made within 30 day of the signing of this contract. If for any reason, the client does not respond to sending in required materials or a time period of 3 months goes by without any arrangements, this contract is considered void and all materials will be returned without any money refunded.

4. **Payment of fees.** In order for JonHod Publishing Services to remain in business, payments must be made promptly. Delinquent bills will be assessed a \$15 charge if payment is not received within 10 days of the due date. If an amount remains delinquent 30 days after its due date, an additional 5% penalty shall be added for each month of delinquency. If final payment is not made for books 10 days after they have been printed. The client is responsible for storage of the books in the amount of \$21.99 a month until books are picked up.

This shall herewith be an agreement between the author \_\_\_\_\_, the cover designer Sketches By Jonte, and the publisher, **JonHod Publishing Co.** We agree to work together to develop the author’s book that will be called:

\_\_\_\_\_.

The author, the cover designer and the publisher shall set forth collaboration to develop, complete and submit a book that meets the satisfaction of all involved and that is suitable to be packaged and marketed

This book can take anywhere from three weeks to three months, but is not confined to the period of time outlined. Book production will not begin until all materials are in the publishers care. Once all materials are submitted, within 15 days of the signing of this contract, production time will begin. Time for corrections and adjustments will be allowed.

Upon completion of this project, the author will receive his or her books to promote and sell. In no way is the publisher responsible for sales or lack of. As we have no hand in customer preference, we will do whatever we can, within our limitations to help promote your book. *But remember, you are ultimately responsible for promoting your own book.*

The cover designer’s payment, which is included in each package, will constitute payment for complete ownership of the design to be used as the author and the publisher deem necessary for the marketing of the book. The cover designer reserves the right to carry samples of the design in his portfolio. All other uses by the cover designer must first be reviewed and approved by the author who is the full owner of all rights to the cover design.

This agreement is binding and irrevocable for the sole purpose of doing business and developing a cover design and book for above said author. If the cover designer or the author breaks this agreement, legal action may be pursued to enforce monetary amends.

Sign below:

Author \_\_\_\_\_ Date: \_\_\_\_\_

Publisher \_\_\_\_\_ Date: \_\_\_\_\_

**Contract amount** ----- \$ \_\_\_\_\_

***\*(Half of payment is due before any work is done; balance is due before proofs are released.)***

Make sure you review this checklist before submitting signed contract and materials.

- Inside text on a disc or emailed.** If you have hand-written documents, please make sure they are legible.
- Back cover text on a disc or emailed.** If you don't know where to begin, we can create this for you.
- Back cover image of author on a disc or emailed.** Make sure image is clear and at least a 5x7. We can crop people or things out of the image.
- Inside images on a disc** (optional for additional fee) Make sure image is clear and at least a 5x7. We can crop people or things out of the image.
- Title of book** clearly written
- Author's name** clearly written
- Signed contract**
- Initial payment**

For all hand-written manuscripts, send all information by mail, including pictures.  
For all clients, images can be mailed as well.

**All materials must be submitted within 15 days of signing this contract.**