



Grosvenor House  
Publishing Limited

## PUBLISHING AGREEMENT

Please print out **TWO** copies of this Agreement, fill in and sign both copies and post them to GHP with your cheque or request our bank details to make a transfer. We will countersign one copy and return it for your records.

BETWEEN the 'Author' (name of person)
Pen Name (if applicable):
Full Postal Address:
Post code:
Telephone number:
Email address:
Website address (if applicable):
Title of book:
Sub-title (if applicable):
Date:

**AND**

GROSVENOR HOUSE PUBLISHING LTD. 'the Publisher' of  
Link House, 140 The Broadway, Tolworth, Surrey, KT6 7HT

**The Author guarantees** that he or she has copyright to the Book, manuscript, work of art or other document by virtue of being the creator and/or having license from the copyright owner, and will retain copyright to the Book for the duration of this Agreement. The Author agrees to engage the Publisher to provide the Publisher's Publishing Services for self-publishing authors. This Publishing service makes the Book available for retail sales to the public through book wholesalers within the UK and international online retailers. The Publisher is not responsible for marketing or advertising the book.

**The Publisher** will provide such other publishing services as may be required by the author at a mutually agreed price and agrees to perform the following tasks:

1. To arrange and provide an International Standard Book Number (ISBN) for the Author's Book.
2. To typeset sample pages of the text and send electronically to the Author to approve or amend the layout.
3. To produce an electronic proof for the Author's approval within 30 days of receiving the Author's manuscript electronically. To produce a digital interior file suitable for prompt retrieval for digital on-demand or litho printing and archive the approved digital print file for the duration of this Agreement.
4. To assemble a full-colour cover using original artwork supplied by the author or taken from our library of free royalty images and produce a digital master cover file suitable for prompt retrieval for digital on-demand printing or litho printing and archive the approved digital print file for the duration of this Agreement.
5. Manufacture books on-demand as retail and/or wholesale orders are received and fulfill such orders promptly, with median times of less than 6 working days plus shipping time.
6. To list the Author's title with a synopsis (provided by the Author) with international retailers including Amazon in the UK and the US and with Bertram's, Gardner's and Nielsen Book Data free for one year and for a fee of £39.00 per year thereafter. If listings are cancelled and subsequently reinstated, the Publisher cannot guarantee complete supply chain implementation.
7. Make royalty payments twice a year by cheque (of £5.00 or more) in June and December to the Author for each copy of the Book sold, with the royalty being 100% of the gross margin (retail price, less wholesaler/retailer discounts, less printing cost). Royalty payments of less than £5.00 will be rolled over to the next royalty period until the £5.00 minimum is met. You will need to provide bank details if you would prefer payments to be made electronically.
8. To provide five (5) bound and printed copies of the Author's b&w book or 1 sample followed by four (4) colour books free of charge for the Author's use and delivered within the UK at the Publisher's cost. To supply copies to the 4 national libraries and the libraries of Oxford and Cambridge universities.

### **Important Typesetting Notes:**

1. The Publisher will not begin typesetting the Author's book until **ALL** documents have been submitted.
2. The Publisher will require approval from the Author for the inside text **BEFORE** the book cover is designed or laid out.
3. The Publisher will typeset and format the Author's book in a professional, industry-standard layout - unless otherwise instructed by the Author.
4. Page numbers will be placed bottom centre of the Book unless otherwise instructed by the Author.
5. The cost of £795 includes typesetting of **text only** - if the Author has any images or tables for insertion into the Book the Publisher will charge a maximum of £5.00 per image for these insertions. Books of over 150,000 words will incur an extra typesetting cost.
6. Any images supplied to the Publisher by the Author should be of print quality and at least 600 dpi (dots per inch) for interior images and 300 dpi for cover images. The publisher will layout the interior with the images using placement instructions supplied by the Author. It is the Authors' responsibility to ensure these images are of good quality and do not breach copyright regulations.
7. The Publisher will email an electronic proof to the Author for print approval. This proof is for the Author to check the layout only. **IT IS NOT** for the Author to proofread their Book at this stage. However, the author is able to submit amendments for a charge - see point 8 below.
8. The Publisher is able to make amendments to the Author's spelling, grammar, punctuation etc. at the proof stage but there **WILL** be an extra charge of £35 per hour (minimum charge of £35). This cost will be confirmed with the Author before the Publisher proceeds.
9. Please address all emails with your name and book title in the subject line when corresponding with the Publisher's design team.
10. Please inform the Publisher of what category your book is best described as; Horror/Adult Fiction/drama etc.
11. The Author must supply a maximum **100 word description** of their book for the submission to Amazon etc.

### **The Author** agrees to perform the following:

1. To provide the Publisher with scan-ready original artwork, royalty free image (or choose one of the images from the Publisher's web site) for the Author's book cover.
2. To provide the Publisher with an electronic file in Microsoft Word of the Book text plus digitally scanned photographs and/or artwork in image format that may be included in the book as 'final copy'.

3. To either send approval of the proof or request amendments. If the Author wishes to change or alter any of the text or photographs that have previously been submitted as “final copy” to the Publisher the Author agrees to pay the Publisher to execute those changes at a rate of £35.00 per hour with a minimum charge of £35.00.

4. To determine a retail price for the Author’s book allowing for print costs and a 40% discount for wholesalers/retailers within 30 days of executing this agreement. Example 250-page b&w paperback:

RRP: £9.99

Minus print cost: £3.70 (£1.20 per cover plus 1p per page)

Minus wholesaler/retailer 40% discount: £4.00

Royalty: £2.29

5. To provide the Publisher with a blurb that can be used on the back cover of the book at the same time as providing the Publisher with the text of the book and any dedications etc. that the Author wishes to be included within the Book.

**The Author also agrees:**

1. To allow the Publisher to distribute promotional copies of the Book free of charge and free of royalties as the Publisher deems necessary, providing this is at no cost to the Author.
2. That Publisher’s customer list is private and confidential and will always remain the Publisher’s property, subject to the Data Protection Act 1998.
3. To assume any and all liability for the complete content of the Book and to hold the Publisher harmless from any liability arising from the content provided by the Author.
4. That all the material the Author has included in the book is lawfully owned by the author. Where any non-original text and/or artwork or photographs are included in the Book the Author agrees they have full written authority to use such text, artwork or photographs from the originator and owner of the copyright.

**Both Parties agree:**

1. This agreement is non-exclusive and either party may terminate the agreement at any time on delivering immediate written notice without any necessary cause provided only that all outstanding compensation becomes the respective party’s debt and pre-existing payment obligations remain on both parties.
2. The laws of England and Wales shall apply and the parties agree to use binding arbitration in England to resolve any irreconcilable dispute between the parties.
3. The Publisher does not warrant that their website [www.grosvenorhousepublishing.co.uk](http://www.grosvenorhousepublishing.co.uk) will be constantly uninterrupted or error free. The Publisher agrees however to use due diligence and reasonable care in maintaining its website.
4. Changes to this contract may be necessary from time to time to reflect the evolution of the Publisher’s service to self-publishing Authors and the Author

will be notified in such an eventuality, provided either party retains the right to terminate at any time without liability for any damages from this contract except payment of outstanding royalties and any other outstanding debts.

5. The Author at all times retains whatever copyright and other publishing rights possessed by the Author at the time this agreement is signed.
6. The Publisher will not be responsible for any loss of or damage to materials submitted by the Author including manuscripts, diskettes, CDs, artwork and photographs.
7. The Publisher may subcontract all or parts of its services to other divisions and subsidiaries of the Publisher or other independent companies as long as all the commitments to the Author are held whole.
8. The Publisher does not market, advertise or publicize the Author's Book. The sales and marketing of the Author's Book is entirely the responsibility of the Author.

**PLEASE REMEMBER TO...**

- Complete and post two copies of this contract to GHP.
- Include payment by cheque to **Grosvenor House Publishing Ltd.** or by bank transfer on application.
- Thoroughly check your manuscript before submission as any amendments required after the production of your first proof will be charged for. We can provide proof-reading and/or copy-editing as an extra service if required.
- Submit your manuscript as one Word file with placement instructions for any interior images.
- Submit your images in .jpg, .tiff or .bmp format at 600 dpi resolution.
- Send approximately 100-word description of your book for the online listings.

We cannot print any books that are of a **pornographic** nature or likely to incite **terrorism, religious or racial hatred.**

**This Agreement is the full agreement and all its terms. The parties, having read and agreed to the above, sign this document in witness of their agreement:**

<b>Effective Date:</b> (day, month, year)
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<b>Signed by the Author:</b>
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<b>Signed by the Publisher:</b> (Grosvenor House Publishing Ltd.)
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<b>Please tell us how you found us:</b>
Magazine - if so which one? .....
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Were you recommended - if so by whom? .....
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History, Children's Fiction/Fantasy (see [http://editeur.dyndns.org/bic\\_categories](http://editeur.dyndns.org/bic_categories)  
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Category 1	Category 2 (optional)	Category 3 (optional)
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Age of readership if children's book:

Does your book contain images? If so, how many:

What size is your book?

B&W H/B

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Colour H/B

Colour P/B

5"x8"/127x203mm

5.5"x8.5"/140x216mm

6"x9"/152x229mm

8.5"x8.5"/216x216mm

8.5"x11"/216x280mm

**Cover details:**

H/B

P/B

Case laminate

Cloth (blue) with dust jacket

Cloth (grey) with dust jacket

Gloss

Matt

All Standard Colour books are inkjet-printed and Premium Colour digitally-printed on white, matt 105 gsm paper. Black and white books are digitally-printed on crème 80 gsm. If your book is colour, please indicate which grade is required. Pricing is dependent on book size so please contact us for more information.

Standard Colour

Premium Colour

What is the retail price for the UK?

£ GBP

What is the retail price for the US?\_

\$ USD