



## PUBLISHING AGREEMENT

Please fill out this form and return it to [info@grosvenorhousepublishing.co.uk](mailto:info@grosvenorhousepublishing.co.uk).  
If printing and returning by post, please fill in and sign two copies (pages 1, 6 and 7).  
Payment can be made by cheque or bank transfer (bank details available on request).  
We will countersign and return one copy for your records.

AGREED PUBLISHING FEE:

BETWEEN (person or company)		
Full name:	Title:	
Author name/pen name (if applicable):		
Full address including postcode:		
Telephone number(s): <i>Please include a mobile number for UPS delivery notifications</i>		
Email address:		
Title of Book:		
Subtitle (if applicable):		
Category:	Fiction <input type="checkbox"/>	Non-Fiction <input type="checkbox"/>
Date:		

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

## Terms & Conditions

*The Author guarantees* that they have 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 its lifetime. The Author agrees to engage the Publisher to provide the Publishing Services for self-published authors. This Publishing Service makes the Book available for retail online sales to the public through book wholesalers within the UK and international 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 them electronically to the Author to approve or request amendments to the layout and/or fonts.
3. To produce an electronic full proof for the Author's approval within 30 days of approving the sample pages (see point 2 above). To produce a digital interior file suitable for prompt retrieval for digital on-demand or lithographic 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 sourced from a royalty-free image website and produce a digital master cover file suitable for prompt retrieval for digital on-demand printing or lithographic 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 with median times of 5 working days for paperbacks or 7 working days for hardbacks plus shipping time.
6. To supply our distributors (Lightning Source) with your Book's metadata, including a synopsis (provided by the author), from where it will be fed out to all major retailers and wholesalers in the UK and to Amazon.com and some select international retailers (a full list of participating retailers is available on request). To list your Book with Nielsen Book Data. These online listings are free for the first year and are then £39 per year or £68 for two years thereafter. If listing are cancelled and subsequently reinstated, the Publisher cannot guarantee complete supply chain implementation.
7. Make royalty payments twice a year by cheque or bank transfer in June and December, made payable 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 £10.00 will be rolled over to the next royalty period until the £10.00 minimum is met. The Author will need to provide bank details for electronic payments.
8. To provide the Author with five (5) bound and printed copies of their Book free of charge and delivered within the UK at the Publisher's cost. To supply copies of the Book to the six national libraries of the UK: The British Library, Bodleian Libraries of the University of Oxford, Cambridge University Library, The National Library of Scotland, The Library of Trinity College, Dublin and The National Library of Wales.
9. To ensure that all Author details remain private and confidential subject to the Data Protection Act 1998.

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

1. 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'.
2. To provide the Publisher with clear formatting or layout instructions (guidance will be provided) or to allow the Publisher's typesetters to use their best judgement.
3. To provide the Publisher with scan-ready original artwork or a royalty free image for the Author's book cover.
4. To either send approval of the proofs 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.
5. To determine a retail price for the Author's Book allowing for print costs and a 40% discount for wholesalers/retailers in readiness for publication.  
Example showing breakdown for a 250-page b&w paperback: RRP: £8.99  
Minus print cost: £4.17 (£1.67 per cover plus 1p per page)  
Minus wholesaler/retailer 40% discount: £3.60  
Royalty: £1.22
6. 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 sample 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. 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.
3. That all the material the Author has included in the Book is lawfully owned by the Author. Where any non-original text is included in the Book, the Author agrees that they have either received the originator's permission to use this or the originator and publication have been properly credited and/or referenced. For any copyrighted artwork or photographs included in the Book, the Author agrees they have permission from the copyright holder to use such.

### **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 will be constantly uninterrupted or error free. The Publisher agrees however to use due diligence and reasonable care in maintaining its website [www.grosvenorhousepublishing.co.uk](http://www.grosvenorhousepublishing.co.uk).
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 hard copy manuscripts, CDs, USB memory sticks, artwork or 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 publicise the Author's Book. The sales and marketing of the Author's Book is entirely the responsibility of the Author.
9. The Publisher does not take responsibility for third-party websites, including Amazon and other retailers. All efforts will be made by the Publisher and its distributors to ensure full and uninterrupted distribution but cannot be held responsible for third-party listing criteria.
10. The publisher will not be held responsible for charges levied by overseas customs departments. The prices quoted include a door to door delivery service and, in the majority of cases, the couriers used will make the relevant arrangements with customs. However, some countries have more complicated arrangements and charges and, if incurred, these will be passed on to the author.

## Important Notes

1. The Publisher will not begin typesetting the Author's Book until ALL internal text materials have been submitted by the Author.
2. The Publisher will typeset and format the Author's Book in a professional, industry-standard layout - unless otherwise instructed by the Author.
3. The Publisher will require approval from the Author for the interior text proof before the book cover is designed and typeset.
4. Page numbers will be placed bottom centre of the Book unless otherwise instructed by the Author.
5. The publication cost 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.
6. Any images supplied to the Publisher by the Author should be of print quality and at least 300 dpi (dots per inch); this applies to both interior and cover images. The Publisher will layout the interior with the images using placement instructions supplied by the Author. It is the Author's responsibility to ensure these images are of good quality and do not breach copyright regulations.
7. After the first full proof is received, the Author can submit amendments but there will be an extra charge of £35 per hour (minimum charge of £35), which will be applied once the amendments are complete. If required, an estimated quote can be given to the Author before the Publisher proceeds.
8. Please address all emails with your name and book title in the subject line when corresponding with the Publisher's design team.
9. The Author must supply metadata information for submission to retailers and wholesalers (guidance will be given).
10. Post-publication amendments: Once the Book is published amendments are possible; however, there are charges involved plus a fee of £70 per cover or interior to upload revised files to the printers. To avoid these, the Publisher recommends that the Author orders a pre-publication advance copy at a cost of £26.00 for paperbacks and £32.00 for hardbacks. Please contact us for further information.

**PLEASE REMEMBER TO...**

- Complete and return this form (pages 1, 6 and 7) by posting two copies or emailing one copy of this contract to GHP at info@grosvenorhousepublishing.co.uk
- Include payment by cheque to **Grosvenor House Publishing Ltd.** or by bank transfer; bank details will be provided on request.
- Thoroughly check your manuscript before submission as any amendments required after the production of your first proof will be charged for. We provide proofreading and/or copy-editing as an extra service if required.

Once we have received your signed contract and payment, we will give you full guidance on submitting your book materials to us.

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

**This Agreement is the full agreement and includes the Terms & Conditions as previously laid out in this document. The parties, having read and agreed to the above, sign this document in witness of their agreement:**

<b>Effective Date:</b> (day, month, year)
--

<b>Signed by the Author:</b>
------------------------------

<b>Signed by the Publisher:</b> (Grosvenor House Publishing Ltd.)
--

Please tell us how you found us	
Magazine - if so, which one?	.....
Radio - a commercial or interview?	.....
Recommendation - if so, who from?	.....
Via Google?	.....
Other?	.....
<i>Thank you</i>	

## ABOUT YOUR BOOK

Do you require proofreading (@ £5 per 1,000 words) or copyediting (price on request)?

If you are unsure, please ask us to provide guidance

Proofreading: Yes  No

Copyediting: Yes  No

Please note: copyediting includes proofreading

Total/estimated word count of manuscript:

What is the target UK retail price for your book? £

(This can be provided at a later date, once page extent and print cost are known)

### Print Information:

1. All book covers are produced in full colour.
2. Books with a black & white interior are digitally printed on crème 80 gsm matte paper.
3. Books with a colour interior are inkjet-printed on white 105 gsm matte paper.
4. If your book is to include images, and you want those images in colour, **the whole book** will be categorised as a colour book and printed on white 105 gsm paper. Otherwise any images will be printed in greyscale on the 80 gsm paper.

Does your book contain images? Yes  No  If yes, how many?

(This refers to interior images only; processing any images you supply for the front or back cover is included in the publishing fee)

Will your book's interior be printed in: Colour  Black & white

What binding will your book have? Hardback  Paperback

What size will your book be?

5 x 8" (127 x 203mm)  6 x 9" (152 x 229mm)  8.5 x 8.5" (216 x 216mm)   
5.5 x 8.5" (140 x 216mm)  8.5 x 11" (216 x 280mm)  (Other book sizes are available on request)

What cover finish will your book have? Matte  Gloss

HARDBACK ONLY: What cover type will your book have?

Case laminate  Blue cloth with dust jacket  Grey cloth with dust jacket

Would you like to publish a second binding (HB/PB) at the same size for an additional £100? Yes  No

Would you like to publish as an eBook for an additional £195? Yes  No   
If yes, please complete the eBook order form (following page)



## eBook Order Form

Please fill and sign this form (two copies) and return with payment of £195 only if you would like to produce and distribute your book as an eBook

Your details	
Full name:	Title:
Author name/pen name (if applicable):	
Title of Book:	
Subtitle (if applicable):	
eBook retail price (if known). <b>SEE OVER FOR AVAILABLE PRICE POINTS</b>	
The retail price of your eBook should be between 50-70% of the retail price of your paperback/hardback	

THE AUTHOR hereby gives permission for Grosvenor House Publishing to distribute their eBook globally

THE PUBLISHER will pay THE AUTHOR royalties of 25% of the retail price for all eBook sales twice annually, in June and December

<b>Signed by the Author:</b>
<b>Date:</b>
<b>Signed by the Publisher:</b> (Grosvenor House Publishing Ltd.)
<b>Date:</b>



By pricing your eBook using one of the following price points you will ensure it is accepted by all retailers, particularly Apple who command a big share of the eBook market. Higher prices are available on request.

0  
0.49  
0.99  
1.49  
1.99  
2.49  
2.99  
3.49  
3.99  
4.49  
4.99  
5.49  
5.99  
6.49  
6.99  
7.49  
7.99  
8.49  
8.99  
9.49  
9.99  
10.99  
11.99  
12.99  
13.99  
14.99  
15.99  
16.99  
17.99  
18.99  
19.99