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\*The Book refers to either a printed book or an eBook, for the purposes of this contract.

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.
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7. Make royalty payments twice a year by bank transfer/PayPal/Cheque in June and December for each copy of the Book printed for the retail/wholesale market with the royalty being 100% of the gross margin (retail price, less wholesaler/retailer discounts, less printing cost). If no bank details are supplied, payments will be made by PayPal or Cheque once the accumulated total reaches £30.00. Any charges applied for international transfers will be deducted from the royalty figure.

8. To provide the Author with five (5) printed and bound 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 2018.

**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 350-page b&w paperback:

**RRP: £12.99**

**Minus print cost: £6.41 (£2.07 per cover plus 0.0124p per page\*)**

**Minus wholesaler/retailer 40% discount: £5.20**

**Royalty: £1.38**

\* prices correct at 1st April 2025

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.
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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.
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## 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 £5.50 per image for these insertions.
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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 publishing team.
9. The Author must supply metadata information for submission to retailers and wholesalers (guidance will be given).
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3. Books with a colour interior are inkjet-printed on white 104gsm matte paper.
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