



Expert Formatting & Editing for your Self-Published Book

Service Agreement for Book Formatting

CLIENT NAME: _____

PHONE: _____

E-MAIL: _____

ADDRESS: _____

Please note: At the end of this Service Agreement, the services selected by the Client will be marked and the total payment due will reflect those services/products.

AGREEMENT as of this date _____
between _____
(hereinafter referred to as the "Client"), and P&L Publishing & Literary Services (sometime shortened to P&L) with respect to the creation of a self-published book or other manuscript (hereinafter referred to as the "Work").

TITLE OF WORK: _____

DESCRIPTION OF WORK: _____

MANUSCRIPT: To be submitted to P&L as an email attachment or link. The manuscript must be submitted as a Microsoft Word document, double-spaced, Times New Roman size 12 font, with one-inch margins.

COVERS: Front and back covers will be provided by P&L within the Kindle Create program, using stock images or images provided by the client that do not violate any copyrights. Alternative custom covers are the sole responsibility of the client and will not be designed by P&L.

CONCEPT FOR FRONT COVER: _____

Do you have a cover image to submit? Yes ☐ No ☐
Do you want to insert photos or graphics in the book? Yes ☐ No ☐

Preferred trim size in inches (circle one): 6 x 9 • 8.5 x 5.5 • 8 x 5 • Other _____

For Print on Demand services, the Work is to be formatted by P&L; hereafter referred to as Finished Work. The Finished Work will be uploaded for selling through Kindle Direct Publishing (KDP) on Amazon.com and returned to the Client as a PDF file and as a Word document.

For e-book conversion services said Work is to be converted by P&L, hereafter referred to as Finished Work. The Finished Work will be uploaded for selling on Amazon.com.

The **Print on Demand** book will have an International Standard Book Number (ISBN) and a Bar Code provided by Kindle Direct Publishing (KDP). KDP's **eBooks** will not receive an ISBN. Instead, an eBook is assigned a 10-digit ASIN (Amazon Standard Identification Number).

P&L Publishing & Literary Services and its staff will not publish, disseminate, or retain any rights to said Work. All rights remain with the Client. P&L reserves the right to assign subcontractors to complete the Work to ensure quality and on-time completion.

DUE DATES: Once the Client submits all of the required and optional information, P&L intends to deliver Finished Work within 30 days. This requires the Client to be available for interaction with P&L. The Client should be aware that failure to submit the requested information may cause delays in the production and delivery of Finished Work. The expectation is that the project will take no more than 30 days from the date P&L has received the manuscript, payment, and the completed service agreement. If a delay occurs longer than 30 days, the project may need to be rescheduled, and additional fees may be incurred.

CHANGE ORDERS: It is the Client's responsibility to submit a clean manuscript that is ready for conversion or print. The Client will have opportunity to review and approve the finished work and submit a change order, using the P&L Change Form to ask for up to 25 corrections or changes, which will be performed by P&L. Any changes or added content submitted after the first 25 corrections will be billed to the Client at \$2.50 per page of changes or additions. Additional changes or added content requested after the initial 30 days after P&L received the manuscript will be billed to the Client at \$2.50 per page of changes or additions. Any errors made by the P&L staff will not be counted against the Client.

CONSIDER HIRING AN EDITOR: Most authors need an editor to go over their manuscript before it is formatted for publishing. P&L has an editor who can help you, at a lower cost than most editorial services would charge, and we would encourage you to use this opportunity to improve your finished product.

PERMISSIONS AND RELEASES: The Client agrees to indemnify and hold harmless P&L Publishing & Literary Services against any and all claims, costs, and expenses, including attorney's fees, due to materials included in the Work at the request of the Client for which no copyright permission or previous release was requested, or uses which exceed the uses allowed pursuant to a permission or release. Client must not use images or content without permission from the copyright holder.

PAYMENT: Payment shall be submitted before P&L begins formatting. Select Payment Option on page 3.

ADDITIONAL SERVICES: Any work which the Client wishes P&L to create that is not specified in the DESCRIPTION Section of this agreement will be considered an additional service. Such Work, if accepted by P&L, is to be described in an addendum to this Service Agreement.

CANCELLATION: In the event that Work is postponed or cancelled at the request of the Client, P&L shall have the right to refund pro rata for work completed through the date of that request, while reserving all rights under this Agreement. This is strictly at the option of P&L. Fees under this Service Agreement are earned at inception. In the event of a natural or man-made disaster, which results in the delay of Finished Work per the agreed upon deadline, P&L will make an effort to reassign a new deadline for completion of Work in consultation with Client or will refund pro rata for work not completed at the time of the natural or man-made disaster. If the agreed upon deadline is missed, and the client has met all deadlines and has communicated in a timely manner with P&L, the client will be entitled to a refund pro-rata.

RIGHT OF REFUSAL: P&L reserves the right to refuse to format, for any reason whatsoever, including but not limited to, what we believe: (i) is false, misleading, or defamatory; (ii) is offensive, abusive, or uncivil in tone; (iii) is harmful, threatening, or intimidating; (iv) contains profanity, hate messages, or personal attacks against others; (v) impersonates another person or misrepresents your affiliation with a person or entity; (vi) violates another person's or entity's intellectual property rights, publicity, privacy rights, or other legal rights; (vii) is otherwise inappropriate or undesirable.

If after receiving and reviewing your submission we decide against accepting the assignment, we will return it to you with a 100% refund of your payment and will not be held liable for breach of the Service Agreement.

DAMAGES under this Service Agreement are limited to the Service Agreement price.

OWNERSHIP AND RETURN OF WORK: The ownership of original materials created in the process of making the Finished Work, shall remain with the Client. After completion of the project, the Client will receive the Finished Work as a PDF file and as a Word Doc.

Please note that this Service Agreement is intended to be fulfilled within one week of Client providing the required and optional information, with a maximum of 14 days from signing the Service Agreement. While it is understandable that personal crises and unexpected circumstances might cause delays, P&L cannot extend the publishing time beyond the allotted time for the project. Client should make every effort to provide information in a timely manner.

PLEASE CHECK & INITIAL THE SERVICES REQUESTED:

Publication Choices:

- ☐ Client Initials _____
☐ Client Initials _____
☐ Client Initials _____

Print Book at the basic rate of \$500.00 (\$300 for less than 100 pages)

Ebook at the basic rate of \$500.00 (\$300 for less than 100 pages)

Combo (Print Book + Ebook) for \$750.00 (\$450 for less than 100 pages)

Cover Design:

- ☐ Client Initials _____

Basic Wrap-around Cover: No additional fee

This includes front image, text, spine, bar code, front, and back

Book must have 130 pages or more to have writing on the spine.

Do you want to provide the cover image? Yes ☐ No ☐

Total Cost of Services:

- ☐ Client Initials _____

Please write in the Cost Checked Above \$ _____

PAYMENT OPTIONS: PLEASE CHECK ONE

☐ Client Initials _____

Mail a check to: P&L Publishing & Literary Services

14708 Oak Crest Dr. Siloam Springs, AR 72761

☐ Client Initials _____

Pay by Zelle interbank transfer

☐ Client Initials _____

Pay by PayPal

The undersigned agree to the terms of this Service Agreement.

The Client:

Signature

Printed Name

Date

P&L Publishing & Literary Services Representative:

Signature

Printed Name

Date

