



SELF-PUB.NET BASIC BOOK FORMATTING SERVICE CONTRACT

By purchasing Self-Pub.net's Basic Book Formatting Service you are stating that you have read and agree to the terms of this contract.

This Basic Book Formatting Service Agreement (the "Agreement") is made by and between:

("Client")
and Kimberly A. Martin of Jera Web Creations, LLC ("Designer").

1. PAYMENT: The fee for Self-Pub.net's Basic Book Formatting Service is \$99.00 USD. This fee is non-refundable after work has begun and is required in full by Client before work will begin on Client's Book Formatting Project. Payment by check will delay the start of work until the check has been received and funds cleared.

2. BASIC BOOK FORMATTING SERVICE: The Basic Book Formatting Service includes the following:

- Layout of Client's book's interior in Microsoft Word including but not limited to:
 - Proper book trim size and margins.
 - Book title page and copyright page.
 - Front matter sections such as dedication, acknowledgments, foreword and table of contents.
 - Chapters with chapter titles, headers and page numbers.
 - Back of book sections such as an about the author page.
 - Placement of one image of the author on an About the Author page
 - Placement of one image or logo on the title or copyright page.
- Digital delivery of Client's finished book layout as:
 - A print quality PDF file created with Adobe Acrobat 8.0 Pro using the PDF/X-1a 2001 standard to send to a printer.
 - A Microsoft Word .doc and .docx of the finished book layout.

A CD of the Book's finished documents is available for \$5.00 plus \$1.85 shipping (US only).

Client will provide the text for the Book Layout in a digital format such as a Microsoft Word document, .txt or .rtf file.

The Basic Book Formatting Service is for basic, text only book layouts. To qualify for the Basic Book Formatting Service the book document **cannot contain** any of the following throughout the book:

images (except for an author image and publisher logo), tables, charts, graphs, bulleted or numbered lists, poetry, footnotes, endnotes, pull quotes, or other items or text that requires special formatting. **If the book document contains any these, or similar, items Client must purchase the Advanced Book Formatting Service.**

The Basic Book Formatting Service **does not include** any of the following: book cover design, indexing, proofreading, editing, spelling or grammar checks, creation of charts or graphs, scanning of documents, books written in a language other than English, books Designer deems too complex to be considered “basic”, and any other services or items not in the included list above.

3. WORK-FOR-HIRE: Designer is an independent contractor and any work done for Client will be as a “work-for-hire” basis and not as Client’s employee. As such, all of the attributes of copyright ownership and/or proprietary rights of Client’s submitted materials and finished Book Layout, including credit and control, remain with the Client.

4. EDITING & PROOFREADING: Client is expected to supply text that has been fully edited and proofread. Designer will not provide editing or proofreading services and will format the book’s text as it is received. Client is fully responsible for proofreading the book after receiving the finished Book Layout by the Designer to check for any errors. Designer will provide up to 15 text edits after the Book Layout has been started to correct any problems discovered by Client such as spelling or grammar errors. Any additional edits will incur additional charges billed at a rate of \$35.00 per hour.

In order to avoid additional editing charges Client may request a copy of the Word document of the Book Layout to make any needed text edits themselves and then return the edited Word document to the Designer for the final PDF. The Client is responsible for returning the document in the same condition it was sent to them with all formatting and styling intact. Any additional work to fix or reformat any part of the book as a result of Client making changes will incur additional charges billed a rate of \$35.00 per hour.

5. DRAFTS & REVISIONS: Designer will provide Client with a draft of the Book Layout for Client to approve or ask for changes as a PDF file. After Client receives the first draft Client may either accept it as is or request changes to the Book Layout. Major changes to the Book Layout after the draft has been approved will incur additional charges billed at \$35 an hour. Any revisions made after 30 days of Client accepting the final version and PDF of the Book Layout will incur additional charges billed at \$35 an hour.

6. CLIENT REPRESENTATIONS: Client represents and warrants that the text, graphics, photographs, or other material provided by Client for the Book Formatting project are owned or licensed by Client, and that Client is authorized to use and display such items in a book. Client shall be solely responsible for the materials and the validity of copyrights, trademarks and ownership claimed by Client. Client agrees to indemnify and hold the Designer and their affiliates harmless from and against any claim, loss, damage, expense or liability (including attorney's fees and costs) that may result in whole or in part, from any infringement or any claim of infringement, of any

trademark, copyright, trade secret, or negligence arising from any of the text, graphics, photographs or other material provided by Client.

7. RESPONSIBILITIES: Client is fully responsible for proofing the Book Layout provided by the Designer and it is strongly suggested that Client requests a proof from the printer before publishing or ordering any copies of the book. At no time will Designer be held financially or legally responsible for any problems, costs, fees or expenses incurred by Client as a result of using the Book Layout files provided by Designer. While Designer will do their best to fix any problems that may arise with the Book Layout they cannot be held responsible for any costs, fees or expenses due to any problems with the Book Layout even if the problem was a result of an error by Designer. *For example*, if Client submits the Book Layout created by Designer to a printer, has a 100 copies of the book printed then realizes that Designer made a mistake in the format; Designer will not be responsible for any costs incurred by Client to print or reprint those books or any other fees or expenses resulting due to the error.

8. REFUNDS & CANCELLATIONS: No refunds will be granted after work has begun on the Client's Book Formatting Project. If a Client wishes to cancel they must do so within fourteen days of placing an order and before submitting any information or materials for their Book Formatting Project.

9. USE OF CLIENT'S BOOK TITLE FOR PROMOTIONAL PURPOSES: Designer will often include a listing of book titles they have formatted on their website. If Client does not wish their book to be listed they may make a request via email to km@self-pub.net or phone to 770-309-8233.

Signatures:

CLIENT:

DESIGNER:

(print name)

(print name)

(signature)

(signature)

Print, sign and mail contract to:

Jera Web Creations, LLC
1424 Market Blvd, Ste 330 #58
Roswell, GA 30076

Or FAX to: 815-346-5800

Self-Pub.net is owned and operated by:

JERA WEB CREATIONS, LLC
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