

## Publishing Agreement

This Agreement is between Infinity Publishing (IP) and \_\_\_\_\_ (author) for the work titled \_\_\_\_\_ . Said parties entered into this Agreement on this date, \_\_\_\_\_; whereas,

### ***General Terms and Conditions:***

1. The author wishes IP to publish the work and grants IP the nonexclusive right to edit, format, print, advertise, distribute and sell, and ship the work in any way IP deems appropriate, and grants IP the right to distribute the work worldwide, and collect all monies for books sold by IP; IP agrees to pay royalties on a monthly basis to the author, beginning with the last day of the first full month of publication.
2. It is the author's responsibility to submit their book file to us in a format consistent with the guidelines set forth in our *Become A Published Author* guide. Failure to do so can result in additional charges. IP will assess the manuscript for consistent formatting within a reasonable time-frame and will notify the author of any potential problems associated with the content or formatting. The author will be given the choice of having the file returned to them to make the adjustments or IP will provide a quote to modify the manuscript for pre-publication.
3. IP retains the right to determine the appearance of all on-line presentation including but not limited to, on-line marketing, listing, and eBook appearance.
4. It is IP's right to discontinue various promotional items/programs. Additionally, IP reserves the right to make substitutions of various promotional items/programs with or without prior notification of the substitution to the author as long as the item/program is of equal or greater value.
5. IP is not and will not be liable to the author or any other person/entity for lost profits or revenues due to, relating to or in connection with the submission of Work.
6. IP is not and will not be liable to the author for any misplacement or loss of the Work for any reason. It is the author's responsibility to retain complete records and copies of all materials/files relating to the Work pre and post publication.
7. IP reserves the right to amend any portion of these Terms/Conditions at any time with 30 day electronic notice to the author. These amendments include but are not limited to timing, royalty payment structure, programs, special offers, or policies and procedures. All amendments will be considered accepted if IP does not receive a written request to terminate the agreement in writing within 30 days of the notification. All amendments are binding and supersede all previous Terms/Conditions. In the event the author disagrees with any change the exclusive remedy is to provide termination of all Terms/Conditions and publication of their work in writing to IP within the 30 day period.
8. IP will provide information about the work to third-party sellers to enable them to sell the work, but will not be responsible for the turn-around times, submission policies, listing policies, errors, or sales policies of any third party seller.
9. IP retains the right to establish the discounted price to all purchasers, including, but not limited to distributors, bookstores, schools, libraries, and quantity purchasers.
10. IP will not be held responsible for errors in the book, including, but not limited to, spelling errors, grammar, punctuation, style of work, page numbering, corrupted files, computer formatting errors, and missing fonts.
11. IP will issue a printed proof book to the author for review and to describe any problems that the author wishes IP to fix.
12. IP reserves the right to reject any work for any reason at any time.
13. IP reserves the right to market the work, using methods it deems appropriate and have the right to market and distribute the book worldwide.
14. IP will issue a Form-1099 as required by the Internal Revenue Service based on IRS requirements/mandates.
15. Upon the author's completion of IP's "Proof Approval Form" IP will submit the Work to assorted distribution channels including e-retailers, websites, etc, but will not be liable for delays, errors, non-compliance of such distributors, suppliers, e-retailers, etc.
16. Upon the author's completion of IP's "Proof Approval Form" the author is authorizing that the Work is acceptable. Any changes or corrections thereafter will be subjected to IP's post-production submission guidelines and pricing.
17. Royalty statements will be sent on a monthly basis to the author via email only.
  - a. It is the author's responsibility to contact IP in the event they do not receive their statement via email in a timely manner.
  - b. It is the author's responsibility to notify IP of any change in their email address.
  - c. The royalty earnings period listed on the statement is always two months behind the royalty processing date (example: Royalties earned from January book sales will be paid on the statement sent to the author in March)
18. The royalty earnings period will be listed on the statement.
19. Royalty payments are paid to the author via check only. IP will pay royalties via check when and only after the total amount due in royalties exceeds \$20.00 US, unless the author is terminating publication.
20. It is the author's responsibility to notify IP in a timely manner of any change of address.
21. A check replacement fee will be charged to replace any previously issued Royalty payment checks.
22. IP provides a full return policy within one year of purchase to bookstores at no charge to the author. Royalties paid on returns will be offset against the outstanding balances due to the Author.
23. IP reserves the right to limit the number of books a bookstore may purchase at one time for any single event under our return policy.
24. IP is not responsible for, but will endeavor to care for and return, submitted photos and artwork; and will not return any submitted CDs, floppy zip disks, or thumb/flash drives.

### ***Author Responsibilities***

1. The author maintains that he or she is the sole author of work, and owner of the copyright and all of the contents of the work and has full power to enter into this Agreement; that he or she has not engaged in plagiarism with respect to the work; and that the author, if submitting work that is to include any content that does not originate from the author or to which the author does not own the copyright to, has obtained the copyright owner's written permission to use any such material and will provide IP with a copy of all written permissions for use at the time of submission to IP, and that all such uses will be so noted in the work; and will send a copy of the Copyright Form to IP after the form has been stamped and returned to the author by the Library of Congress.
2. The author guarantees IP that the work is accurate, is not in violation of anyone's privacy, is not injurious, obscene, libelous, slanderous, or otherwise a violation or infringement of any federal, state, or local law, statute, or code, and further agrees to hold IP, its employees, directors, shareholders, representatives, heirs and assigns, harmless for any damages resulting from any litigation resulting from publication of the work.
3. The author further guarantees IP that the work, if fiction, does not include the name and/or likeness of any actual person, living or dead; and that all characters in the fictional work who may have been derived from actual persons have altered names and altered physical attributes, so as to negate any similarity or likeness between the actual person, location, or event, and the fictional character or location, with the exception of historical facts, figures, places, events, etc. as set forth by the USA Copyright laws and regulations.
4. The author agrees that IP shall not in any way acquire ownership of the work and that the author is free to pursue any and all publishing ventures that do not involve the use of IP's name or logo, likeness, barcode, copyright page, or ISBN.
5. The author grants IP the right to provide services, including, but not limited to, the worldwide distribution of the book, advertising, sales, and printing of the work.
6. The author agrees that IP is not responsible for editing, misspelling, rewriting, page-numbering, indexing, reviewing, or any other errors in the work.
7. The author understands that IP will take the author's digital book file and do its best to fix any obvious problems resulting from the file being transferred to IP's computers before sending the author a first proof book; and that any changes that made to the book thereafter, regardless of their origin, will be made at the author's request.
8. The author reserves the right to discontinue the selling of the work by IP by providing written notice to IP, and acknowledges that IP is not responsible for copies of the work that have already been manufactured, sold, and/or distributed to the market.
9. The author will provide a Social Security number as required by the Internal Revenue Service so that IP can issue a Form-1099.
10. The author understands that a signature on this agreement ratifies all the terms and conditions of this Agreement.

### ***Details/Pricing/Royalty Structure For Various Methods Of Publication***

(All printed publications with or without color):

1. Prices for all fiction books are based on our suggested list pricing guide (See our *Become A Published Author* guide).
2. Suggested list pricing for fiction books cannot be modified or changed by the author.
3. Prices for all non-fiction books are based on our suggested list pricing guide (See our *Become A Published Author* guide).
4. Suggested list pricing for all non-fiction books can be raised in \$1.00 US increments, with a minimum of \$2.00 US, to increase the cover price of the book.
5. Authors will purchase copies of their own books based on the suggested list pricing guide located in our *Become A Published Author* guide.
6. Authors purchase copies of their own book at either 40% or 50% off the suggested list price.
7. Royalty payments will be made to authors based on the nature of the sale (retail, wholesale, author purchases) as outlined in the *Become A Published Author* guide.
8. Value Added royalties (VA pricing is when a non-fiction author chooses to raise the cover price of their Work) will be based on the nature of the sale (retail, wholesale, author purchases) as outlined in the *Become A Published Author* guide, plus the added percentage as calculated using the additional amount added by the author.
9. IP will retain final discretion over the cover price of the Work.
10. IP will assign one of its ISBNs to the book and submit relevant information about the work to the "Books in Print" database.
11. IP will create a barcode for the back cover (necessary for bookstore related sales) and enter the book into their digital book printing system so that the book may be printed.
12. IP will design a professional book cover for the work by laying out the spine, front, and back cover text, and will use either royalty-free artwork of its own acquisition or use acceptable artwork from the author to create a book cover for the work.
13. IP will create web pages for the work so that it may be sold on its e-commerce website, [www.buybooksontheweb.com](http://www.buybooksontheweb.com)

### ***General Provisions***

This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania, USA. All monetary transactions will be in US dollars only. This written Agreement contains all and is the only Agreement, and supersedes any other agreement, oral, written, or otherwise construed as a prior agreement between the author and IP. This Agreement cannot be appended, changed, modified, word or words added or deleted except by the mutual written agreement of the author and IP; and further, is binding upon the heirs, executors, administrators, and assigns of the author and IP.

If there is more than one author contribution to the work listed in this Publishing Agreement:

- The authors must provide ONE point of contact.
- If royalties are being paid to more than one author, each author's royalty calculation will be reduced by 1% by IP for administration costs.
- If royalties are being paid to more than one author, IP requires each author to complete a separate General Provisions section
- A separate publishing agreement must be completed for each individual title being submitted. Please check off each of the following products that you are signing up for one title only.

## Order Form

Title: \_\_\_\_\_

Author Advocate Name: \_\_\_\_\_

All-Inclusive Publishing Packages		Cost	Sub-Total
THOREAU - THR	# _____	\$1,499	\$
ALCOTT - ACT	# _____	\$3,199	\$
POE - POE	# _____	\$4,599	\$
TWAIN - TWN	# _____	\$5,199	\$
OneBook™ (OBKE)	# _____	\$1,095	\$
OneBook Infinite™ (OBKI)	# _____	\$1,675	\$
<b>A-LA-CARTE Products &amp; Services</b>			
<b>Publishing</b>			
<b>Print Publishing</b> — SBW - \$599, SC - \$699, HBW - \$849, HC - \$949	# _____	\$599 - \$949	\$
<b>eBook Publishing</b> — eB (publish in eBook format only, includes formatting and distribution) - \$349, eBC (add-on to SBW & SC or Convert Infinity Published Book) - \$199	# _____	\$199 - \$349	\$
<b>1-Hour Audio — 1HA</b> (Conveson of stremlined books of 11,000 words into MP3 or CD and distribution) - \$599 <sup>(5)</sup>	# _____	\$599	\$
<b>Audio Book — AB</b> (Conversion of book file into MP3 or CD and distribution) 10,000 words - \$599. <i>Call for Quote</i> <sup>(5)</sup>	# _____	Call for Quote	\$
<b>Publishing Services</b>			
<b>Manuscript Evaluation Service - MES</b> (Suggests levels of editing that you may select) <sup>(2)</sup>	# _____	\$179	\$
<b>Editorial Services</b> — BSC (Basic) - \$0.019 per word <sup>(3)</sup> , SBC (Substantive) - \$0.025 per word, PRMC (Premium) - \$0.032 per word, ADV CE (Advanced) - \$3,895 to \$4,895 <sup>(1)</sup>	ES # _____	Call for Quote	\$
<b>CD in a Book Program</b> *A completed and signed copy of the CD in a Book Agreement must accompany this agreement <sup>(1)</sup>	# _____	\$200	\$
<b>Extended Distribution</b>	# _____	\$249	\$
<b>Registration</b> - Library of Congress Control Number (LCCN) & US Copyright Registration (CR) <sup>(5)</sup>	# _____	\$150	\$
<b>Dust Jacket</b> - includes artwork set-up and color production <sup>(2)</sup>	# _____	\$49	\$
<b>Photos/illustrations for Infinity to scan</b> <sup>(1)</sup>	Qty: _____	\$10 per scan	\$
<b>Photos/illustrations for Infinity to resize and embed in book file</b> <sup>(1)</sup>	Qty: _____	\$5 per scan	\$
<b>Marketing &amp; Publicity</b>			
<b>Publicity Marketing Materials</b> - Renaissance (RNS) - \$595, Modern (MDN) - \$925, Contemporary (CNT) - \$975 <sup>(2)</sup>	MM # _____	Fill in MM choice	\$
<b>Book Marketing Services</b> — Marketing Consultation (MC) - \$495, Website Design (WD) - \$499 <sup>(2)</sup> , Book2Look (B2L) - \$395 <sup>(4)</sup> , Book Review Service (BRS) - \$150 <sup>(4)</sup>	MS # _____	Fill in MS choice	\$
<b>Book Marketing Services</b> — 601 - \$895, 701 - \$1,395, 801- \$2,995, 901- \$2,995, 1001 - \$2,795, 1101 - \$2,695 <sup>(1)</sup>	MS # _____	Fill in MS choice	\$
<b>Book Marketing Services</b> - Press Release Write-up (PRW) - \$275 <sup>(2)</sup> , Press Release Distribution (PRD) 250 Outlets - \$250, 500 Outlets - \$375, 1,000 Outlets - \$450 <sup>(4)</sup>	MS # _____	\$250 - \$450	\$
<b>Book Publicity Services</b> - Book Publicity Kick-start Media Campaign (KSC) - \$1,999 <sup>(1)</sup>	PS # _____	\$1,999	\$
<b>Book Fairs / Exhibits</b> — CBE - \$175 - \$275 <sup>(1)</sup>	# _____	Call for Details	\$
<b>Advance Reading Copy Program (ARCs)</b> <sup>(1)</sup>	# _____	\$275	\$
<b>Multi Language Translation Service</b> (call for Quote) (BTR) <sup>(1)</sup>	# _____	Call for Quote	\$
<b>Preferred Partnership Program</b> <sup>(1)</sup>	# _____	\$200	\$
<b>EcoLibris “100 Tree Project”</b> - (ECL) (100 trees are planted in the name of your book) <sup>(1)</sup>	# _____	\$50	\$
<b>Upgrades existing Infinity Books</b>			
Softcover color interior publishing package, (5 color books are provided with the first order) (upgrade from SBW to SC)		\$100	\$
Hardcover black & white interior publishing package: Case bound or stamped cloth with black & white interior (5 black and white books are provided with the first order) (Upgrade from SBW)		\$250	\$
Hardcover color interior publishing package: Case bound or stamped cloth cover with color interior (5 color books are provided with the first order)(Upgrade from SC)		\$250	\$

## Order Form (Cont'd)

Title: \_\_\_\_\_

Author Advocate Name: \_\_\_\_\_

Special offers, discounts or fees			
Do you reside outside the United States?		Add \$75	\$
Are you a current Infinity Publishing Author? Cannot be combined with other offers or discounts * Cannot be combined with combo offer on the Softcover black & white interior publishing package *		Subtract \$50	\$
Did you receive any coupons or discount offers? * Cannot be combined with other offers or discounts *	# _____	Enter the coupon total	\$
<b>AMOUNT DUE:</b>			\$
<b>Sales Tax (6% of Amount Due) (for PA Residents Only)</b>			\$
<b>TOTAL AMOUNT DUE</b>			\$

<sup>(1)</sup> Available as an upgrade to All-Inclusive Publishing Packages, SBW, SC, HBW and HC

<sup>(2)</sup> Available as an upgrade to Thoreau Package, OBKE, OBKI, SBW, SC, HBW and HC

<sup>(3)</sup> Available as an upgrade to Thoreau, Alcott Packages, OBKE, OBKI, SBW, SC, HBW and HC

<sup>(4)</sup> Available as an upgrade to Thoreau, Alcott, Poe Packages, OBKE, OBKI, SBW, SC, HBW and HC

<sup>(5)</sup> Available as an upgrade to OBKE, OBKI, SBW, SC, HBW and HC

## Payment Details

**MasterCard**

**Visa**

**Discover**

**American Express**

Credit card number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. Date: \_\_\_\_/\_\_\_\_

**Clearly** write the card number and its expiration date

Please fill in your five digit billing Zip Code or the security code located on your card: \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

Check/Money Order: \_\_\_\_\_ (Clearly check/money order ID number)

## Book & Author Legal Details

\_\_\_\_\_  
Title of Work To Be Published With Infinity Publishing

\_\_\_\_\_  
Author's Legal Name (as it will appear on royalty checks)

\_\_\_\_\_  
Author Name (as it will appear in the book)

\_\_\_\_\_  
Author's Mailing Address (where we will mail royalty checks)

\_\_\_\_\_  
Author's Street/legal Address (where we will ship book orders ... no P.O. boxes please)

\_\_\_\_\_  
Author's (daytime) Phone Number

\_\_\_\_\_  
Author's (evening) Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address (Please be advised that IP requires an email address)

\_\_\_\_\_  
Social Security Number (required by Tax Code)

\_\_\_\_\_  
Signature of Author and/or Author's Agent

\_\_\_\_\_  
Date

By checking this box I acknowledge that I have read and accept all of the terms stipulated in this document.

## All-inclusive Publishing Packages Comparison Sheet

Title: \_\_\_\_\_

Author Advocate Name: \_\_\_\_\_

<i>Package Benefits Include</i>	<i>Thoreau</i>	<i>Alcott</i>	<i>Poe</i>	<i>Twain</i>
Author Advocate and Author Representative assigned to Author	✓	✓	✓	✓
Hard Cover and/or Soft Cover Options*	Softcover	Hardcover	Hardcover	Hardcover
eBook Conversion	✓	✓	✓	✓
US Based phone and e-mail support	✓	✓	✓	✓
Unlimited number of images	✓	✓	✓	✓
Custom Book Cover Design	✓	✓	✓	✓
ISBN	✓	✓	✓	✓
Author retains copyright	✓	✓	✓	✓
Proof Books for author review (print books only)	✓	✓	✓	✓
40 corrections included (not including images)	✓	✓	✓	✓
Global Distribution (Amazon, B&N and BBOTW.COM, etc.)	✓	✓	✓	✓
Books-In-Print Listing	✓	✓	✓	✓
Extended Distribution Program Listing	✓	✓	✓	✓
Bookstore Return Policy	✓	✓	✓	✓
Online Storefront at BBOTW.com	✓	✓	✓	✓
Author pricing discounts on Books	✓	✓	✓	✓
Monthly Royalty Payments	✓	✓	✓	✓
Free Review Copies	✓	✓	✓	✓
Free subscription to The Author Advocate's Newsletter	✓	✓	✓	✓
Author access to special Infinity Author marketing & promotions	✓	✓	✓	✓
Author Center online account	✓	✓	✓	✓
Library of Congress Control Number & US Copyright Registration	✓	✓	✓	✓
Publicity Marketing Materials**	✓	✓	✓	✓
Free Books***	5	10	15	20
Marketing Consultation with Personalized Marketing Plan****	✓	✓	✓	✓
Digital Postcard		✓	✓	✓
Electronic Sell Sheet		✓	✓	✓
Press Release write-up		✓	✓	✓
Website Design		✓	✓	✓
Manuscript Evaluation		✓	✓	✓
Press Release Distribution		250	500	1000
Dust Jacket (Optional)		✓	✓	✓
1-Hour Audio Book			✓	✓
Editorial Services - Basic Copyediting up to 35,000 words			✓	✓
\$100 towards a Book Fair Service*****			✓	✓
Book Evaluation for Books in Distribution				✓
Book2Look Service				✓
<b><i>Package List Price</i></b>	<b>\$ 1,499</b>	<b>\$ 3,199</b>	<b>\$ 4,599</b>	<b>\$ 5,199</b>

- \* The Alcott, Poe and Twain Packages include both the Hard Cover and Soft Cover versions of the Book; Poe and Twain include full color interior option
- \*\* Publicity Marketing Materials include 250 units each of Postcards, Bookmarks, Business Cards and Sell Sheets plus 10 Posters
- \*\*\* Free Books will be of the higher valued book version (at a maximum cover price of \$50.00) and will be shipped with the first order placed by the Author
- \*\*\*\* The Thoreau Package comes with a Half hour Marketing Consultation, while Alcott, Poe and Twain Packages include a One hour Marketing Consultation
- \*\*\*\*\* \$100 coupon towards a Book Fair Services must be redeemed within 6 months of purchase.

## Submissions Details

Title: \_\_\_\_\_

Author Advocate Name: \_\_\_\_\_

*(Please complete the following completely. Failure to complete the following can result in a delay in publishing)*

Book file/book size (circle one only):	5.5 x 8.5	6 x 9	7 x 10	8 x 8	8.5 x 11
Please name the file format (example: Word, PDF, etc):					
Number of pages (including all pages numbered and unnumbered):					
I have decided to price my non-fiction book higher than the suggested retail price:	\$				
Previous to your submission did you receive our <i>Become a Published Author</i> guide:	YES		NO		
Does your disk/flash drive contain one complete file containing your manuscript:	YES		NO		

***The following three items are to be used on various web sites unless otherwise stated. The following files cannot be submitted in pdf format***

Does your disk/flash drive contain a 100 word synopsis (cannot exceed 100 words or the file will be rejected):	YES	NO
Does your disk/flash drive contain a 100 word biography (cannot exceed 100 words or the file will be rejected):	YES	NO
Does your disk/flash drive contain a 1,000 word excerpt (cannot exceed 1,000 words or the file will be rejected):	YES	NO

### Publishing Checklist

Please complete the following		
Is your book file formatted to the size you chose above?	YES	NO
Do you want headers/footers? Publishing Industry Standards will be applied if checked YES	YES	NO
Do you want us to insert your page numbers? * If yes, where do you want page one inserted	YES	NO
Do you want roman numerals for all pages preceding the page number one?	YES	NO
Do you want us to create your Title Page?	YES	NO
Did you sign up for a marketing package? * If yes, include a document containing a 30 word blurb, your phone number and email address	YES	NO
Are you supplying an Author Photo for back cover?	YES	NO
Are you supplying artwork or images for your cover design?	YES	NO
If choosing HBW, SC or HC package, do you also want your book available in softcover (with a black and white interior? (no additional charge for this option)	YES	NO
Did you wish us to use the 100 word synopsis and biography on your back cover:	YES	NO
Are you submitting separate back cover materials for your book file:	YES	NO

Provide us with no more than three (3) individual words that best categorize your book:  
(e.g. .Historical, Fiction, War. or .How-To, Computers, Technical. or 'self-help, Spiritual, Religious etc.)

### Complete the following for hardcover books only

Choose one type of cover for your hardcover book:	Glossy	Dust Jacket
Do you wish us to use the 100 word synopsis and biography on the cover flaps (if choosing dust jacket):	YES	NO
Does your disk/flash drive contain a 200 Word document for the back cover (if choosing glossy cover):	YES	NO

### Complete for color books only

Is your artwork embedded in your book file:	YES	NO
Are you submitting separate artwork that needs to be scanned and inserted in your book file:	YES	NO

- Bleed: All artwork for full bleed books must contain a ¼ inch bleed all the way around
- Scanned Images: All images for scanning must be 8x10 or smaller in size. If your image is larger than 8x10 you must contact Infinity Publishing for a quote on scanning your image and embedding it in your manuscript file.
- Artwork modification for digitizing and improvement will be billed at \$75 per hour – quote will be provided by Infinity Publishing
- Only one proof book will be sent for the first proof and one book for each additional round of corrections. If you wish to receive additional proof books the cost is \$10 per book.

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Please provide us with any comments or special requests you might have for the interior of your book or the cover.

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