



Grosvenor House  
Publishing Limited

## PUBLISHING AGREEMENT

Please print out **TWO** copies - sign both copies and post them to GHP with your cheque - we will sign one copy and return it for your records.

BETWEEN the "Author" (name of person)

Full Postal Address:

Post code:

Telephone number:

Email address:

Title of Book:

Date:

**AND**

GROSVENOR HOUSE PUBLISHING LTD. 'the Publisher' of  
Crossweys. 28-30 High Street, Guildford, Surrey, GU1 3EL.

**The Author guarantees** that he or she has 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 the duration of this Agreement. **The Author agrees** to engage the Publisher to provide the Publisher's Publishing Services for self-publishing authors. This Publishing service makes the Book available for retail sales to the public through book wholesalers within the UK and the Internet. 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.

**The Publisher** 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 the text and layout the pages (guided by the Author's samples) into a master digital file suitable for prompt retrieval for either on-demand printing or litho printing, produce an electronic proof for the Author's approval within 60 days of receiving an electronic file of the Author's Book from the author. Archive the master digital file for the duration of this agreement.
3. To either scan artwork provided by author or provide a choice of digital images from which the author may choose a Book cover image. To assemble a full-colour cover and produce a digital master cover file suitable for prompt retrieval for on-demand printing or litho printing and to produce an electronic proof for the Author's approval and archive the approved master file for the duration of this Agreement.
4. Manufacture books on-demand as retail and/or wholesale orders are received and fulfill such orders promptly, with median times of less than 8 working days plus shipping time.
5. Submit a brief description about the Book which the Author shall provide for major online bookstores including Amazon, major book wholesale distributors including Bertrams, Gardners and Nielson Book Data.
6. To list the Author's title with Amazon in the UK and the US and with Bertrams, Gardners and Nielsons Book Data free for one year and for a fee of £39.00 per year thereafter.
7. To fulfill orders by made by wholesalers, retailers and/or Internet retailers directly from the Publisher's printer.
8. Make royalty payments twice a year in June and December to the Author for each copy of the Book sold, with the royalty being 100% of the gross margin (retail price, less wholesale and retail discounts, less printing cost).
9. Provide five (5) bound and printed copies of the Author's book free of charge for the Author's use and delivered within the UK at the Publishers costs.

### **Important Typesetting Notes;**

1. The Publisher will not begin typesetting the Author's book until **ALL** documents have been submitted.
2. The Publisher will require approval from the Author for the inside text **BEFORE** the book cover is designed or laid out.
3. The Publisher will typeset and format the Author's Book in a typical professional layout - unless otherwise instructed by the Author.
4. Page numbers will be placed bottom centre of the Book unless otherwise instructed by the Author.
5. The cost of £795 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. The publisher will proceed and layout the book with the images supplied by the Author. It is the Authors' responsibility to ensure these images are of good quality.
7. The Publisher will email an electronic proof to the Author for print approval. This proof is for the Author to check the layout only. **IT IS NOT** for the Author to proofread their Book at this stage.
8. The Publisher is **willing** to make amendments to the Author's spelling, grammar, punctuation etc. at the proof stage but there **WILL** be an extra charge of £35 per hour (minimum charge of £35). This cost will be confirmed with the Author before the Publisher proceeds.
9. Please address all emails with your name and book title in the subject line when corresponding with the Publisher's design team.
10. Please inform the Publisher of what category your book is best described as; Horror/Adult Fiction/drama etc.
11. The Author must supply a maximum **100 word description** of their book for the submission to Amazon etc. A retail price of £9.99 for UK sales and \$14.99 for US sales will automatically be placed on all books unless the Author informs the Publishers otherwise.

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

1. To provide the Publisher with scan-ready original artwork (or chose one of the images from the Publisher's web site) for the Author's book cover.
2. To provide the Publisher with an electronic file in Microsoft Word of the Book text plus digitally scanned photographs and/or artwork that may be included in the book as 'final copy'.
3. To return the Publisher's proof electronically within 30 days with either an acceptance of the proof or highlighted errors made by the Publisher. If the

Author wishes to change or alter any of the text or photographs that has 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.

4. To determine a retail price for the Author’s book allowing a 40% discount for retail shops within 30 days of executing this agreement.

5. To provide the Publisher with information about the Author and the Book 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.

6. To provide the Publisher with a promotional text of not more than 100 words describing the Book’s story to be used in the promotion of the book on Amazon.co.uk and .com and any other areas as the Publisher shall deem appropriate.

**The Author also agrees:**

1. To allow the Publisher to distribute promotional copies of the Book free of charge and free of royalties to the Author as Publisher deems necessary, providing this is at no cost to the Author.

2. That Publisher’s customer list is private and confidential and will always remain the Publisher’s property, subject to the Data Protection Act 1998.

3. 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.

4. That all the material the Author has included in the book is lawfully owned by the author. Where any non-original text and/or artwork or photographs are included in the Book the Author agrees they have full written authority to use such text, artwork or photographs from the originator and owner of the copyright.

**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 [www.grosvenorhousepublishing.co.uk](http://www.grosvenorhousepublishing.co.uk) will be constantly uninterrupted or error free. The Publisher agrees however to use due diligence and reasonable care in maintaining its website.

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 manuscripts, diskettes, CDs, artwork and 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 publicize the Author's Book. The sales and marketing of the Author's Book is entirely the responsibility of the Author.

**PLEASE REMEMBER TO . . .**

- Post two signed copies of this contract to GHP
- To include a cheque made payable to **Grosvenor House Publishing Ltd.**
- To upload approximately 100 word description of your book for the Amazon listing
- To tell us your book category? Fiction/fantasy Children's/fantasy Adult/humour etc.
- What size is your book? Example; 5"x8" etc
- Does your book contain any pictures, graphics etc. If so how many?
- Is your book colour or B/W?
- Is your book paperback or hardback?
- What is the retail price for the UK?  £
- What is the retail price for the USA?  \$

We cannot print any books that are of a **pornographic** nature or likely to incite **racial hatred**.

This Agreement is the full agreement and all its terms.

The parties, having read and agreed to the above, sign this document in witness of their agreement:

Effective date: (day, month, year)
<input type="text"/>

Signed by THE AUTHOR:
<input type="text"/>

Signed for the Publisher: (Grosvenor House Publishing Ltd.)
<input type="text"/>



## Important notes on how to supply your file

This is the first step to seeing your book in print! But to avoid extra costs and delays, check the following:

- ⇒ Text files must be **Microsoft Word** files. They must end in ".doc"
- ⇒ **NO Spaces** in your title. Title your file with your **surname and book title**  
**NOT** like this; "myfinal-The-best storyv 1.doc" but like this; **taylorthebeststory.doc**
- ⇒ If they are **Read Only** files - open them and re-save normally.
- ⇒ **DO NOT** save the main text as several files. We need you to put everything in the right order and supply as a single file. **Dedication, Foreword, Introduction** etc.
- ⇒ 100-word summary for Amazon **must be separate**.
- ⇒ filenames like "my book." Whose book? Please title each file with your **surname and book title**.
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- ⇒ Do-it-yourself formatting. Paragraphs must have proper paragraph returns, **not** lots of spaces or tabs or soft returns.
- ⇒ **Track changes left on**. Ah, the advanced user! Check you've agreed all your changes and turn track changes off.
- ⇒ **Password protected** files. Please turn off password, or let us know what it is!
- ⇒ Supply images in a separate file **NOT imbedded** in your document

### GRAPHICS - PICTURES ETC

Contact GHP if your publication has pictures, graphics or advanced formatting with a lot of diagrams etc. There is an additional charge for inserting these pictures or graphics.