

## PUBLISHED BY WESTVIEW, INC.

8120 Sawyer Brown Road, Suite 107  
P.O. Box 210183, Nashville, TN 37221  
615.646.6131 (phone) 615.662.0946 (fax)  
www.publishedbywestview.com

Dear Author,

As you reflect on possibilities for publishing your book, we appreciate your consideration of self-publishing through Published by Westview. One of our Book Publishing Agreements is attached for your review. We invite you to compare our included features (Addendum 1) with similar publishing plans offered by others. This is our typical process:

1. Review the agreement. Please feel free to call us if you have questions.
2. Complete the agreement by filling in all blanks. Initial and/or sign each page. Make and keep a copy for your records, and return the other copy with your payment.
3. Either e-mail your files or enclose a CD with your return mailing.
4. We'll put your manuscript into the queue. It will take 2-3 weeks before you get a draft of your layout.
5. We will undoubtedly be communicating several times during this period regarding photos, cover design, and other issues.
6. We'll prepare an author's proof (printed double-sided on 8.5x11 paper) for your review. Please remember that corrections to the *layout* are made at our expense; if you request corrections to *your text block*, those corrections and any necessary adjustments to the layout will be made at your expense, as detailed in the Book Publishing Agreement.
7. After you are finished making your corrections to the author's proof, mail or bring it back to us and we will transfer those corrections to our computer file.
8. Once any corrections are complete, we'll submit the manuscript to our printer and they will print an advance copy that will look exactly like a bookstore quality book, completely bound. This will take approximately five to ten days from the point at which we submit the manuscript to the printer.
9. After we examine the advance copy to make sure it meets our specifications, it will be mailed to you for your review. With it, we will include a release that must be returned or e-mailed to us approving the advance copy, or you may send additional changes which will be made at your expense. Charges will include the additional fees required for re-submission to the printer as detailed in the Book Publishing Agreement.
10. Once we have received your approval of the advance copy, we'll be ready to print however many copies you need. It will take one to two weeks after an order is placed for the books to be shipped to your home address.

Thank you again. Please let us know if you have questions.

Sincerely,

Paula Underwood Winters and Mary Catharine Nelson  
Published by Westview, Inc., [info@publishedbywestview.com](mailto:info@publishedbywestview.com)





PUBLISHED BY WESTVIEW, INC. P.O. Box 210183 ~ Nashville, TN 37221 ~ 615.646.6134

# Book Publishing Agreement

## 1. SCOPE OF AGREEMENT

Published by Westview, Inc. (hereinafter referred to as "PUBLISHER") and \_\_\_\_\_(hereinafter referred to as "AUTHOR"), agree in accordance with the terms and conditions of this Agreement and the attached Schedule(s), to conduct business as described herein and in the Schedule(s). This Agreement and the attached Schedules, notwithstanding any oral communication between either party, shall constitute the complete and total extent of the services being provided.

## 2. TERM OF THE AGREEMENT

The term of this Agreement shall be for the period commencing on the date this Agreement has been signed by PUBLISHER and by AUTHOR and continuing until terminated by either party by at least thirty (30) days written notice.

## 3. ADDRESSES OF THE PARTIES

PUBLISHER: Published by Westview, Inc. 8120 Sawyer Brown Rd., Suite 107, P.O. Box 210183, Nashville, Tennessee 37221, phone 615.646.6131

AUTHOR ADDRESS: \_\_\_\_\_

PHONE/EMAIL: \_\_\_\_\_

## 4. RECITALS

AUTHOR desires to engage the services of PUBLISHER in printing, receiving, and fulfilling orders, collecting payments, and remitting royalties to AUTHOR, for the following literary work (hereinafter referred to as the WORK):

\_\_\_\_\_.

## 5. RIGHT TO REPRODUCE

A. In return for compensation detailed in Schedule 3, AUTHOR, as Copyright Holder, hereby grants to PUBLISHER a limited license during the term of this Agreement: (i) to photograph, copy, duplicate, reproduce, and otherwise depict, by any method or means available to PUBLISHER, the WORK to which this agreement pertains, (ii) to sell or distribute any such photograph, copy, duplicate, reproduction or depiction of the WORK, through sales channels including, but not limited to, Internet, retail outlets, catalog, education, trade, advertising or promotion, for as long as PUBLISHER shall own or have the right to sell or distribute the WORK, and (iii) to use the title of the WORK and the name, portrait, picture or likeness of the Copyright Owner.

B. PUBLISHER hereby represents and warrants: (i) that he shall give the Copyright Owner appropriate credit on the cover of the WORK, (ii) that he shall not utilize the reproduction, photograph, or duplicate without the Copyright Owner's prior approval.

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_

C. AUTHOR hereby represents and warrants: (i) that s/he is the creator of the above-described literary work, (ii) that s/he has full right, power and authority to make this Agreement, (iii) that PUBLISHER may exercise the rights granted herein without violation of any law, including any copyright law or law relating to the right of privacy, and without infringing in any way the rights of any person or corporation.

D. AUTHOR retains full ownership of the copyright, all serial rights, broadcast rights, or other rights of authorship.

## 6. INDEMNIFICATION

AUTHOR and PUBLISHER shall indemnify and hold each other harmless from any and all losses, claims, damages, liabilities, costs and expenses (including reasonable attorney's fees) arising out of any violation by the other of the terms of this Agreement. Such indemnification obligations shall survive the termination of this Agreement, for a period of two (2) years.

## 7. WARRANTY

PUBLISHER warrants that the Services will conform to their respective functional and technical specifications.

## 8. LIMITATIONS OF LIABILITY

A. PUBLISHER's sole obligation in case of any breach of its warranties set forth in this Agreement shall be to use reasonable efforts to correct any and all Services that are not in compliance with the warranties provided.

B. In no event will either party be responsible for special, indirect, incidental or consequential damages which the other may incur or experience on account of entering into or relying on this Agreement and the Schedule(s) hereto, even if the other party has been advised of the possibility of such damages.

## 9. LAWS AND GOVERNMENTAL REGULATIONS

The parties to this Agreement shall be responsible (i) for compliance with all laws and governmental regulations affecting their respective businesses and (ii) for any use it may make of the Services to assist it in complying with such laws and governmental regulations.

## 10. DEFAULT

It shall be a breach of this Agreement if either party (i) fails to pay when due any sum of money due hereunder or pursuant to any of the Schedule(s) hereof, (ii) defaults in the performance of any of the other provisions under this Agreement, or (iii) defaults in the performance of, or fails to comply with this Agreement.

## 11. CONFIDENTIALITY

A. PUBLISHER acknowledges that AUTHOR may provide information to PUBLISHER regarding upcoming literary works, and will not disclose any data, electronic messages, or any other information to any third party regarding such works.

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_

B. PUBLISHER acknowledges that it will receive confidential information from customers. PUBLISHER shall use all efforts to provide protection for confidential information, including measures at least as strict as those PUBLISHER uses to protect its own confidential information, but no less than a reasonable duty of care.

C. PUBLISHER shall not use confidential information received from customers or web site visitors for any purpose other than that of fulfilling PUBLISHER's obligations under this Agreement, nor will the confidential information, or any part thereof, be disclosed, transmitted, sold, assigned, mined, aggregated with another client's information, leased or otherwise disposed of, or made available for access by third parties, or be commercially exploited by or on behalf of PUBLISHER, its employees or agents, except as expressly authorized by this Agreement.

D. PUBLISHER shall adhere to all privacy and data protection laws applicable to its gathering, processing, storing, and transmitting of customer information.

## 12. GENERAL

A. The parties acknowledge that they have not been induced to enter into this Agreement by any representation or warranty not set forth in this Agreement.

B. If any provision of this Agreement (or any portion hereof) shall be held to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remainder of this Agreement shall not in any way be affected or impaired thereby.

C. The individuals executing this Agreement and the Schedule(s) hereto on behalf of the parties each represent that they are duly authorized to execute this Agreement and the Schedule(s) hereto on behalf of their respective principal.

D. This Agreement shall be governed by the laws of the State of Tennessee, without giving effect to principles of conflicts of law.

E. The performance of any obligation hereunder by PUBLISHER will be excused if prevented by acts of God, third party providers outside the control of PUBLISHER, public enemy, fire or other casualty, labor dispute or, without limiting the foregoing, any circumstances beyond PUBLISHER's reasonable control.

F. This agreement is non-transferable.

G. Either party may terminate this agreement for any reason upon written notification.

H. This agreement is non-exclusive.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Paula Underwood Winters and/or Mary Catharine Nelson  
Published by Westview, Inc.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Author Printed Name of Author

# Schedule 1

## PUBLISHER agrees to:

1. PUBLISHER will a) work with AUTHOR to determine a layout suitable to the WORK, b) take AUTHOR's manuscript as specified in Schedule 2 and format it as appropriate with page headers, footers, page numbering, correctly sized page margins, title page, copyright page and other materials according to the author's preference, c) fully design a 4-color cover appropriate to the WORK, and d) present the completely formatted manuscript to the author, printed two-sided on 8 ½ by 11 paper. This working document is called the Author's Proof copy.

2. Upon receipt of the corrected Author's Proof copy, PUBLISHER will make corrections to the layout of the document at the PUBLISHER's expense. **AUTHOR requested corrections to the text block and any necessary layout adjustments required as a result of these corrections will be made at the rate of \$35.00 per hour, billable to the AUTHOR. If requested, PUBLISHER will provide one additional revised and corrected Author's Proof copy. After the initial revision to the Author's Proof, additional copies will be generated and corrected at the AUTHOR's expense at the PUBLISHER's text-block rate currently in effect, but not less than \$35 per hour, in one-hour increments with a minimum of one hour charged. In addition, if the AUTHOR requests interior corrections or changes after the generation of the Advance Copy (see below), an additional fee of a minimum of \$90 per interior re-submission will be charged to recoup fees charged by the printer for post-submission revisions. This fee is subject to change based on the printer rate currently in effect.**

3. PUBLISHER will develop a full-color custom, original cover design designed to meet the initial criteria of the AUTHOR, including type style, illustrations, back-cover story summary, author bio, and full-color author photo. Cover is designed without using a template to fill the criteria set out by the AUTHOR *before* work on the cover is begun. **If the AUTHOR desires changes made to the cover that were not defined prior to the beginning of work on the cover, changes will be made at the AUTHOR's expense. Changes will be billed at the PUBLISHER's cover rate charge currently in effect, but not less than \$250 per consultation plus \$200 per hour for labor, in one-hour increments with a minimum of one hour charged. In addition, if the AUTHOR requests cover corrections or changes after the generation of the Advance Copy (see below), an additional fee of a minimum of \$90 per cover re-submission will be charged to recoup fees charged by the printer for post-submission revisions. This fee is subject to change based on the printer rate currently in effect.**

4. The "Advance Copy" is the copy provided by the printer to the PUBLISHER for final review so that PUBLISHER can insure that the production copies will meet standards. All efforts need to be made by AUTHOR to finalize the content of the WORK prior to submission of the WORK to the printer. The Advance Copy is intended for PUBLISHER's internal review and as a final opportunity for AUTHOR to made pre-production changes. **If AUTHOR desires additional changes to the WORK that were not determined prior to submission of the manuscript to the printer, changes will be made at AUTHOR's expense.**

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_

**Changes after the book has been submitted to the printer will be billed at the PUBLISHER's interior text block rate currently in effect AND/OR the PUBLISHER's cover rate currently in effect, as above. An additional fee of a minimum of \$90 per interior re-submission and/or \$90 per cover re-submission will be charged to recoup fees charged by the printer for post-submission revisions. This fee is subject to change based on the printer rate currently in effect.**

5. IMAGES PROVIDED BY THE AUTHOR IN DIGITAL FORMAT

A. PUBLISHER will incorporate up to 25 300-dpi, full-sized digital images or photographs in a .tif format into the manuscript at no additional charge.

B. Additional images (300-dpi, full-sized digital images or photographs in a .tif format) may be included at a charge of \$10.00 per image including formatting the image into black and white or color corresponding to interior.

6. IMAGES PROVIDED BY THE AUTHOR IN NON-DIGITAL FORMAT

AUTHOR will pay an additional fee of \$5.00 per image for each image needing to be scanned by PUBLISHER, regardless of whether the image is black and white or color, in addition to any inclusion fees incurred as in 5 (A) and (B) above.

7. PUBLISHER will arrange for print-on-demand services with a high quality print services provider.

8. If the AUTHOR chooses a book size consistent with the current offerings listed in Addendum 4, the WORK will be registered with the Ingram Book Distribution Catalog, Amazon.com, R.R. Bowker's Books In Print, Baker & Taylor, and/or other distribution outlets as is deemed appropriate to generate sales. AUTHOR understands that custom sizes may be available but, if chosen, may limit distribution channels.

9. INITIAL AND ONGOING WEB SITE COSTS

A. PUBLISHER will establish one web page on <http://www.publishedbywestview.com> (or successor website) specifically for promoting and selling the AUTHOR's works.

B. PUBLISHER will bear all costs associated with designing, implementing and hosting the web site page on which the AUTHOR's WORKS are marketed.

C. PUBLISHER will bear all costs associated with submittals of the web site page(s) to search engines and directories.

10. DUPLICATION AND PRODUCTION

PUBLISHER will be responsible for insuring that high quality copies of the WORK, and appropriate packaging, including the WORK covers and inserts, are made in sufficient quantities to fill orders generated by the web site and other sales and distribution channels directly serviced by PUBLISHER.

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_

11. ORDER FULFILLMENT

A. PUBLISHER will insure that orders for the WORK, generated by all sales channels, will be filled in a timely manner, consistent with agreements between PUBLISHER and the distributor.

B. Packaging and shipment of orders shall meet standards consistent with the requested shipping method.

C. PUBLISHER will make arrangements for accepting payments by credit card for orders generated by the web site.

D. PUBLISHER will bear the full burden of collecting payments for orders when they are placed through the Published by Westview web site.

12. RECORD KEEPING

A. PUBLISHER will keep full and accurate records of all transactions relating to the fulfillment of this Agreement, providing reports to AUTHOR no more than once a quarter at the AUTHOR's request.

B. Said records and accounts will be maintained in accordance with standard accounting practices.

13. STATE SALES TAXES

For all sales transactions directly processed by PUBLISHER, PUBLISHER will collect and remit sales taxes due as required by the laws applying to and in effect at the time of the transaction.

The AUTHOR is responsible for collecting and remitting all sales taxes due on sales made directly by the AUTHOR.

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_



# Schedule 2

## AUTHOR Agrees to:

### 1. PUBLICATION MATERIALS

A. Provide and deliver to PUBLISHER a complete manuscript of the Work in PC compatible electronic file format for the additional formatting required to submit to the printer (See Addendum 3).

B. Complete a QUESTIONNAIRE regarding preferences for formatting the text of the WORK as well as for the design of its cover (See Addendum 4). This formatting questionnaire designates the criteria for the cover, including type style, illustrations, back-cover story summary, author bio, and full-color author photo.

C. Provide and allow photographs, printed materials and written copy to be used in (i) designing and implementing the web site pages, (ii) promoting and publicizing the WORK.

**D. The finished manuscript, in PC compatible electronic file format, must accompany the signed contract along with initialed schedules 1,2, and 3, initialed addendums 1,2,3,4, and 5, and the necessary fees.**

### 2. REVISIONS

A. Upon receipt of the formatted Author's Proof from the PUBLISHER, AUTHOR will make final corrections and submit the corrected Proof to the PUBLISHER prior to PUBLISHER submitting the manuscript to the book manufacturer. If the AUTHOR has not corrected and delivered the Author's Proof to the PUBLISHER within three months of the AUTHOR's receipt of the Author's Proof, the PUBLISHER may, at its option, terminate this agreement by notice in writing, posted or delivered to the AUTHOR ten (10) days before the date of termination. Additionally, the value of the work completed at the time of failure to deliver a completed corrected manuscript of the Work shall be deducted from any fees paid by AUTHOR prior to issuing a refund.

B. Upon receipt of the corrected Author's Proof copy, PUBLISHER will make corrections to the layout of the document at the PUBLISHER's expense. **AUTHOR requested corrections to the text block and any necessary layout adjustments required as a result of these corrections will be made at the rate of \$35.00 per hour, billable to the AUTHOR. If requested, PUBLISHER will provide one additional revised and corrected Author's Proof copy. After the initial revision to the Author's Proof, additional copies will be generated and corrected at the AUTHOR's expense at the PUBLISHER's text-block rate currently in effect, but not less than \$35 per hour, in one-hour increments with a minimum of one hour charged. In addition, if the AUTHOR requests interior corrections or changes after the generation of the Advance Copy (see below), a minimum fee of \$90 per interior re-submission will be charged to recoup fees charged by the printer for post-submission revisions. This fee is subject to change based on the printer rate currently in effect.**

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_

C. PUBLISHER will design a full-color cover which meets the criteria set out by the AUTHOR in Addendum 4 prior to the beginning of work on the cover. **If the AUTHOR desires changes made to the cover that were not defined prior to the beginning of work on the cover, changes will be made at the AUTHOR's expense. Changes will be billed at the PUBLISHER's cover rate charge currently in effect, but not less than \$250 per consultation plus \$200 per hour, in one-hour increments with a minimum of one hour charged. In addition, if cover changes are requested after the generation of the Advance Copy (see below), a minimum fee of \$90 per cover re-submission will be charged to recoup fees charged by the printer for post-submission revisions. This fee is subject to change based on the printer rates currently in effect.**

D. The "Advance Copy" is the copy provided by the printer to PUBLISHER for final review so that PUBLISHER can insure that the production copies will meet standards. All efforts need to be made by AUTHOR to finalize the content of the WORK prior to submission of the WORK to the printer. The Advance Copy is intended for PUBLISHER's internal review and as a final opportunity for AUTHOR to made pre-production changes. **If AUTHOR desires additional changes to the WORK that were not determined prior to submission of the manuscript to the printer, changes will be made at AUTHOR's expense. Changes will be billed at the PUBLISHER'S interior text block rate currently in effect AND/OR the PUBLISHER's cover rate currently in effect, as above. A minimum additional fee of \$90 per interior and/or \$90 per cover re-submission will be charged to recoup fees charged by the printer for post-submission revisions. This fee is subject to change based on the printer rate currently in effect.**

### 3. ORIGINAL PRODUCTION OF THE WORK (if applicable)

A. If the work existed in a previous edition or format, AUTHOR shall bear the full cost of the original publishing costs of the WORK. No amortization of any original costs or costs of previous editions will be applied in any way to copies of the WORK produced under this Agreement.

B. AUTHOR agrees that PUBLISHER shall in no way be liable for any portion of any fees due to the original editing and copywriting services provider.

### 4. AUTHOR'S FINANCIAL OBLIGATION

A. Make full payment of initial contract and set-up fees as specified in Schedule 3, and as checked and initialed by the AUTHOR in Addendums 1 and 2 prior to the PUBLISHER commencing with its responsibilities.

B. Make full payment for any and all AUTHOR requested changes to the text and cover as in Section 2 above and in Sections 2,3, and 4 in Schedule 1 prior to those changes being made.

C. Make full payment prior to printing of any publisher provided items, including but not limited to: books, business cards, bookmarks, postcards, and posters.

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_

# Schedule 3

## Estimated Expenses and Disbursements

### 1. GENERAL

A. The intent of this Agreement is to insure that PUBLISHER and AUTHOR are fairly and consistently compensated for sales of the WORK.

B. Disbursements and compensation will be based on a Gross Margin after discounts and printing costs have been deducted from the sales price.

C. All changes in expenses from those listed in this Schedule shall be communicated in written form from PUBLISHER to AUTHOR.

D. AUTHOR and PUBLISHER agree to third party arbitration in the event of a disagreement regarding disbursements.

### 2. ROYALTIES AND SALES CHANNEL DISCOUNTS

Discounts to book distributors may vary, depending upon agreements reached between the printer and the distributor. While the following are the rates currently in effect, Westview cannot control agreements between other parties. If the discount varies, it will be reflected in remittances to AUTHOR.

Discounts: For sales transacted upon the Published by Westview website: 10 %  
Wholesale (amazon.com, other Internet retailers, etc): 55 %  
Wholesale (bookstores, other brick and mortar retailers, etc): 45 %  
Author Royalties: 40 % of the Gross Margin on all web site and wholesale distribution sales

### 3. FREQUENCY OF DISBURSEMENTS

A. Royalties will be paid quarterly.

B. Payment will be made to AUTHOR by check and mailed to the address specified in this agreement.

C. It is incumbent upon AUTHOR to notify PUBLISHER of any address change in a timely fashion.

D. Royalty checks will be mailed no later than 45 days after the last day of the quarter for that quarter's sales. This will allow time for adjustments for sales returns, if needed and applicable.

### 4. BOOK RETURNS

A. It is PUBLISHER'S standard policy not to accept returns from wholesalers or distributors other than for cases of damages in shipment. The author has the option of personally guaranteeing payment for these returns in order to maximize distribution outlets.

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_

B. All retail purchases from our web site are unconditionally guaranteed with a full purchase price refund (excluding shipping) for dissatisfied customers. Such a refund will result in the loss of a royalty payment to the author for that sales transaction.

#### 5. FINANCIAL OBLIGATIONS

A. AUTHOR will pay PUBLISHER for all setup expenses as checked and initialed by the AUTHOR in Addendums 1 and 2 in full, in advance of work being begun.

B. Upon receipt of this amount, PUBLISHER will immediately begin fulfilling its obligations under this Agreement.

C. AUTHOR will pay the PUBLISHER in full **in advance** of any author requested changes being made to the WORK, unless the changes are required due to PUBLISHER error. Charges apply whether the revisions are made by the PUBLISHER to additional Author's Proofs or by re-submission of revisions to the printer, as defined in Section 2 of Schedule 2 and in Sections 2,3, and 4 of Schedule 1.

D. AUTHOR will make full payment prior to printing of any publisher provided items, including but not limited to: books, business cards, bookmarks, postcards, and posters.

E. The initial order of black and white interior, standard-sized book copies shall be directly available to AUTHOR at a cost per copy consistent with the table attached as Addendum 5. These prices are dependent upon the final book specification, including page size and total page count. Costs for books with color interiors are available upon request. The only additional cost shall be a direct charge back to AUTHOR of shipping costs appropriate to the shipping method requested by AUTHOR. **This price is based upon the current market price of books manufactured by our printer, and is guaranteed only for the AUTHOR's initial order of books. Regarding subsequent orders, there will not be an increase in this cost per copy unless it is to reflect increases in manufacturing costs.** AUTHOR will be notified in advance of printing of any such change, which will not affect any commitment by AUTHOR currently in effect.

This Agreement details in full the financial obligations between PUBLISHER and AUTHOR.

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_

# Addendum 1

## Publishing Options

Check/Initial

### Perfect Bound Publishing

(paperback, black and white interior) \$ 999  \_\_\_\_\_  
(paperback, color interior) \$1099  \_\_\_\_\_

### Hardcover Publishing

(hardcover, black and white interior) \$1099  \_\_\_\_\_  
(hardcover, color interior) \$1199  \_\_\_\_\_

### Both Hardcover and Perfect Bound Publishing of Same Book

(black and white interior) \$1249  \_\_\_\_\_  
(color interior) \$1349  \_\_\_\_\_

### ALL THE ABOVE OPTIONS INCLUDE:

- ∇ One of our Pre-press Specialists will give you one-on-one custom support for your project.
- ∇ A non-exclusive contract where you retain full rights.
- ∇ Fast-turnaround time on your manuscript preparation.
- ∇ Formatting of your word processing file for conversion to a printer ready digital file.
- ∇ Inclusion of up to 25 digital images or photographs.
- ∇ A full-color custom, original cover design designed to meet your criteria, including back cover story summary, AUTHOR bio, and full-color AUTHOR photo. Cover is designed without using a template.
- ∇ ISBN number and barcode provided for you.
- ∇ If printed in one of the standard sizes, arrangements made for listing the book on amazon.com and submission to Bowker Books in Print, the Ingram Book catalog, Barnes & Noble and/or Baker and Taylor. This will make your book available for order through over 25,000 bookstores.
- ∇ Low prices on AUTHOR copies.
- ∇ One author's proof and one advance copy for pre-press review.
- ∇ Work will be featured on our web site as a new release.
- ∇ Internet marketing through a web page dedicated to the AUTHOR's works, as well as through our online bookstore at [www.publishedbywestview.com](http://www.publishedbywestview.com).
- ∇ Two complimentary books and assistance with filling out the online Copyright forms should you decide to file with the Library of Congress.
- ∇ At the author's request, a press release ready for you to submit to media of your choice.

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_

# Addendum 2

## Optional Services Available for Purchase

Check/Initial

### **Proofreading**

(Spelling, punctuation, grammar)

\_\_\_\_\_ words @ \$.015/word = \_\_\_\_\_  \_\_\_\_\_

### **Editing**

(Proofreading plus content and sentence structure suggestions)

\_\_\_\_\_ words @ \$.025/word = \_\_\_\_\_  \_\_\_\_\_

### **Stock Image Placement**

\_\_\_\_\_ images @ \$2.00/image = \_\_\_\_\_  \_\_\_\_\_

### **Image Scanning**

(Per image, black and white or color)

\_\_\_\_\_ images @ \$5.00/image = \_\_\_\_\_  \_\_\_\_\_

### **Image Insertion and Manipulation**

(Per image after first 25 images, black and white or color)

\_\_\_\_\_ images @ \$10.00/image = \_\_\_\_\_  \_\_\_\_\_

### **Ghostwriting**

(Per hour of interview, transcribed and edited)

\_\_\_\_\_ hours @ \$200.00/hour = \_\_\_\_\_  \_\_\_\_\_

### **Inclusion in the Ingram Advance Catalog**

(One time only, in the quarterly issue 2-4 months after publication)

\$100.00  \_\_\_\_\_

### **Printed Promotional Items**

Postcards \_\_\_\_\_ @ \$1.50 per 4 = \_\_\_\_\_  \_\_\_\_\_

Business Cards \_\_\_\_\_ @ \$10.00 per 100 = \_\_\_\_\_  \_\_\_\_\_

Posters \_\_\_\_\_ @ \$ 5.00 each = \_\_\_\_\_  \_\_\_\_\_

Bookmarks \_\_\_\_\_ @ \$ 1.00 per 3 = \_\_\_\_\_  \_\_\_\_\_

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_

# Addendum 3

## Publishing Guidelines

When Published by Westview begins to work with you on your book, we will be your partners in advice regarding preparation of your manuscript for print-on-demand publication.

If you are currently preparing your manuscript for publishing, the following guidelines will hold true for any book you want to have published.

### Basic Guidelines for Any Digital Manuscript

1. The manuscript should already be typed into a word processor. We can work with a number of different applications, but we prefer to use Microsoft Word. If the work is currently typed on paper, we can arrange for a typist's services at additional cost.
2. All proofreading of your book should be complete. You should be absolutely certain that all spelling, punctuation, annotation and writing are in the final form.
3. All photos and illustrations must be in a digital file format (either jpg or tif), unless prior arrangement for scanning has been made. The most appropriate file format is .tif, with a resolution of at least 300 dpi, since most other image formats lose quality as they are saved to disk.
4. If you are double-spacing your manuscript for any reason, DO NOT use a carriage return (or press enter) at the end of each line. The only time return should be used is at the end of each paragraph. To double space, simply select text and format the line spacing at "double."
5. Do not complete an index of your book until we have completed formatting and have provided an Author's proof. This will prevent duplication of effort because after the layout is completed you will have to rework the page numbers.
6. Always eliminate any custom formatting from your word processing file.
7. NEVER manually hyphenate your words to make them fit on a line. This will cause problems when the file is formatted for printing. The hyphenation invariably winds up in the middle of a line.
8. NEVER use spaces to indent a paragraph - use the tab key only.
9. NEVER use a hard carriage return in the middle of a paragraph to make a line space out correctly on your computer. Once again, you can be certain that it will not be in the right position once the file is formatted for printing.
10. If pictures are being submitted for scanning, always give the publisher the original (make a copy for your records first). They will be carefully taken care of and returned to you upon completion. Photocopies of photos will simply not be of high enough quality to include in your work.
11. Always provide a list of typefaces that were used in your document. In manuscripts where the existing format must be retained (genealogies, technical manuals), font specifics are necessary to prevent an undesirable reflow.

### Published by Westview Requirements

1. A signed contract and all fees must be received before any work is begun by Published by Westview.
2. Published by Westview retains the right to decline to work with any submitted manuscript.
3. When the work has been successfully printed, PUBLISHER will send one advance copy to the AUTHOR for a final approval. A copy of the AUTHOR's Final Approval, Release and Return Policy MUST be signed and received by the PUBLISHER before orders can be processed.

These guidelines apply to every submission. However, each book is different with its very own special characteristics. We look forward to helping you prepare your material for publication!

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_

# Addendum 4

## 2008 Westview Formatting/Publishing Questionnaire

### Please Indicate Your Preference:

#### Full Color Interior, White Pages Only, Color Book Prices

Color Interior Books with Less than 48 Pages: Saddle Stitch Only  
\_\_\_\_\_ 5.5x8.5, \_\_\_\_\_ 7x10, \_\_\_\_\_ 8x10, \_\_\_\_\_ 8.5x8.5, \_\_\_\_\_ 8.5x11

Color Interior Books with 24-480 Pages: Paperback Only  
\_\_\_\_\_ 5.5x8.5, \_\_\_\_\_ 7x10, \_\_\_\_\_ 8x10, \_\_\_\_\_ 8.5x8.5, \_\_\_\_\_ 8.5x11

#### Black and White Interior, 48-740 Pages, Small Book Prices

5x8: \_\_\_\_\_ White or \_\_\_\_\_ Crème Pages, Paperback Only

5.5x8.5: \_\_\_\_\_ White Pages in Perfect Bound (Paperback) Only  
\_\_\_\_\_ Crème Pages in \_\_\_\_\_ Paperback, \_\_\_\_\_ Case Laminate,  
\_\_\_\_\_ Blue Cloth, \_\_\_\_\_ Grey Cloth, or \_\_\_\_\_ Jacketed

6x9: \_\_\_\_\_ White Pages in Perfect Bound (Paperback) Only  
\_\_\_\_\_ Crème Pages in \_\_\_\_\_ Paperback, \_\_\_\_\_ Case Laminate,  
\_\_\_\_\_ Blue Cloth, \_\_\_\_\_ Grey Cloth, or \_\_\_\_\_ Jacketed

6.14x9.21: \_\_\_\_\_ White Pages Only in \_\_\_\_\_ Perfect Bound, \_\_\_\_\_ Case Laminate,  
\_\_\_\_\_ Blue Cloth, \_\_\_\_\_ Grey Cloth, or \_\_\_\_\_ Jacketed

#### Black and White Interior, White Pages Only, Large Book Prices

7.5x9.25: \_\_\_\_\_ White Pages Only, Paperback Only (48-740 Pages)

7x10: \_\_\_\_\_ Paperback (48-828 Pages) or \_\_\_\_\_ Case Laminate (108-828 Pages)

8.25x11: \_\_\_\_\_ Paperback Only (48-828 Pages)

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Type Face Preferences, if any:

Text: \_\_\_\_\_ Headings: \_\_\_\_\_  
Headers/Footers: \_\_\_\_\_ Chapter Numbers: \_\_\_\_\_

Headers to Include:     Title         Chapter     Author's Name     Page #  
Footers to Include:     Title         Chapter     Author's Name     Page #

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**ATTACH ADDITIONAL SHEETS IF NECESSARY**

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_

# Addendum 5

## Author Cost per Copy

Pages	Perfect Bound Paperback 6.14x9.21 or Smaller	Perfect Bound Paperback 7x10 or Larger	Hardcover Case Laminate 6.14x9.21 or Smaller	Hardcover Cloth with Dustjacket 6.14x9.21 or Smaller
48 to 104 pages	\$3.40	\$4.67	n/a	n/a
125	\$3.75	\$5.13	\$10.63	\$12.72
150	\$4.25	\$5.81	\$11.14	\$13.23
175	\$4.76	\$6.48	\$11.64	\$13.74
200	\$5.27	\$7.16	\$12.15	\$14.24
225	\$5.77	\$7.83	\$12.66	\$14.75
250	\$6.28	\$8.51	\$13.16	\$15.26
275	\$6.78	\$9.18	\$13.67	\$15.76
300	\$7.29	\$9.86	\$14.18	\$16.27
325	\$7.80	\$10.53	\$14.68	\$16.77
350	\$8.30	\$11.21	\$15.19	\$17.28
375	\$8.81	\$11.88	\$15.69	\$17.79
400	\$9.32	\$12.56	\$16.20	\$18.29
425	\$9.82	\$13.23	\$16.71	\$18.80
450	\$10.33	\$13.91	\$17.21	\$19.31
475	\$10.83	\$14.58	\$17.72	\$19.81
500	\$11.34	\$15.26	\$18.23	\$20.32
525	\$11.85	\$15.93	\$18.73	\$20.82
550	\$12.35	\$16.61	\$19.24	\$21.33
575	\$12.86	\$17.28	\$19.74	\$21.84
600	\$13.37	\$17.96	\$20.25	\$22.34

## Cost Per Copy for Standard Printing

**The rates listed above represent a not-to-exceed figure applicable to the initial order of standard sized books only.** Subsequent orders may reflect changes in the actual cost of books to the Publisher.

**The above prices do not apply to large-sized hard cover books, non-standard sized books with any cover, or color-interior books.**

Initials: PUBLISHER \_\_\_\_\_ AUTHOR \_\_\_\_\_