

MANIFEST MY BOOK LLC - BOOK PUBLISHING SERVICE AGREEMENT

This Agreement is made on **[Date]**, by and between:

Manifest My Book LLC ("Service Provider"), and
[Client's Full Name] ("Client"), located at **[Client's Address]**.

Both parties agree to the following terms and conditions:

1. SCOPE OF WORK

Manifest My Book LLC agrees to provide the following services to the Client:

1. **Editing:** Refinement of text for grammar, clarity, and readability.
2. **Formatting:** Proper layout and structure for Amazon KDP publishing.
3. **Book Cover Design:** One (1) professionally designed cover (front, spine, back).
4. **Publishing Preparation:** Preparing the manuscript for self-publishing via Amazon KDP.
5. **Final Deliverable:** A fully formatted, publication-ready digital file for the Client to upload to Amazon KDP. (step by step pdf included in package or upon request a scheduled walkthrough)

♦ **Optional Add-Ons (Upcharges Apply)**

- Additional Books
 - ISBN purchase (if not using Amazon KDP's free ISBN)
-

2. PAYMENT TERMS

1. **One-Time Service Fee:** The Client agrees to pay **\$999**, plus tax covering all services listed in Section 1.
2. **Upcharges:** Any additional services will be **mutually agreed upon in writing** before work begins and billed due at second payment.

3. Payment Schedule:

- **Payment:** The balance of **\$999** plus tax is due **before final deliverables are provided**.

Payments accepted via: [Check, PayPal or Credit/Debit]

3. CLIENT RESPONSIBILITIES

1. Provide all necessary materials (audio recordings and/or written content, title of book and book cover design preference, if any) in a timely manner.
 2. Review and approve drafts within the specified revision period.
 3. Upload the final book file to Amazon KDP (Manifest My Book LLC does not manage publishing accounts).
-

4. RIGHTS & ROYALTIES

1. **Full Ownership:** The Client **retains all rights and royalties** to their book.
 2. **No Royalties to Manifest My Book LLC:** Manifest My Book LLC **does not claim** any ownership, rights, or future profits from book sales.
 3. **Non-Liability:** Manifest My Book LLC is **not responsible** for book sales, marketing success, or publishing-related decisions made by the Client.
-

5. REFUND & TERMINATION POLICY

1. **Non-Refundable Deposit:** The initial deposit is non-refundable.
2. **Cancellation by Client:** If the Client cancels after work has started, a **partial refund** may be issued based on completed work.

3. **Cancellation by Manifest My Book LLC:** If Manifest My Book LLC is unable to complete the project due to unforeseen circumstances, the Client will receive a **full refund** of all payments made.

6. CONFIDENTIALITY

Both parties agree to keep all book content, discussions, and project details confidential, except as needed to complete the project.

7. GENERAL TERMS

1. This agreement is **non-transferable** to third parties.
2. Any disputes will be resolved in the courts of **Pennsylvania**.
3. Modifications to this contract must be made in writing and agreed upon by both parties.

AGREEMENT SIGNATURES

By signing below, both parties acknowledge they have read, understood, and agreed to the terms of this contract.

Manifest My Book LLC Representative

• Name: _____
• Signature: _____
• Date: _____

Client

• Name: _____
• Signature: _____
• Date: _____
