

# Spellbrooktales

## Terms and Conditions for the supply of the Pen-a-Tale Book Creation Package (June 2020))

**The Author guarantees** that he or she owns the copyright to the Book, manuscript, image, 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 at all times.

**The Author agrees** to engage the Publisher to provide the Pen a Tale Book Creation Package (PAT/1) The Publisher shall create and publish one copy of a Book 18cm x 18cm hard back with paper sleeve to include the editing, proof-reading and formatting of up to 5000 words of text provided by the Author and insertion of up to six images also provided by the Author. The Publisher will make available further copies of the Book, at a cost which will be dependent on the size, format and quality of the extra copies.

If more than 5000 words are provided by the author in digital form, extra words will be processed at a cost of £20 per 1000 words. See Note 6 below for the cost of transcription if the work is not in a digital form.

**The Publisher** will provide the Book on a ‘non resale’ basis only and is not responsible for marketing or advertising the Book.

**The Publisher will** produce a digital copy (pdf) of the text and cover of the Book within 30 days of receiving payment in full together with the Author’s manuscript and images, for approval by the Author prior to printing.

One copy of the Book will be delivered to the address supplied by the Author and will make available further copies of the Book as requested by the Author delivered to the delivery address supplied by the Author.

### NOTES

1. The Publisher will format the Author’s Book in a professional, industry-standard layout, unless otherwise instructed by the Author.
2. The cost of the basic package is £165 and includes edit, proofreading and formatting of up to 5,000 words of text and the insertion of up to six images supplied by the Author.
3. Any images supplied to the Publisher by the Author should be of print quality and at least 300 dpi (dots per inch) and be in jpeg format. The Publisher will layout the interior with the images using placement instructions supplied by the Author. It is the Authors’ responsibility to ensure these images are of good quality and do not breach copyright regulations.
4. The Author will provide the Publisher with original artwork or a royalty free image for the Author’s Book cover unless it is agreed to use an image from the content pages of the Book.
5. The Author will provide the Publisher with an electronic file in Microsoft Word (2007 or later) of the Book text plus digitally scanned photographs and/or artwork in image format that may be included in the Book.
6. Transcription charges will be applied if the manuscript supplied is handwritten or typed and the Author is unable to supply a Microsoft Word file. The Publisher will

word process and digitise the work at an additional charge of £25 per 1000 words whatever the size of the book.

7. Additional images can be included in the book at a cost of £5 per image.
8. The Author will provide the Publisher with a bio of the author that can be used on the dustcover of the Book, the text of the Book and any dedications etc. that the Author wishes to be included within the Book. The Author may provide an image of themselves for inclusion in the blurb on the dustcover or within the Book if so desired.
9. That Publisher's customer list is private and confidential and will always remain the Publisher's property and will be held in compliance with the Data Protection Act 1998.
10. The Author will 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.
11. 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.
12. 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.
13. Changes to this agreement 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 any outstanding debts.
14. The Author at all times retains whatever copyright and other publishing rights possessed by the Author at the time the order is placed.
15. 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.
16. 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.
17. The Publisher does not undertake to market, advertise or publicize the Author's Book.

All prices quoted include VAT

Please note: Spellbrooktales cannot print any books that have illegal content, are pornographic in nature or likely to incite terrorism, religious or racial hatred.

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