

Design Contract

By sending us a deposit you are agreeing to work with us based on the following terms.

WORK AGREEMENT TERMS:

This contract is based on book design work only, additional fees and conditions may apply for other services.

This agreement is between Platte Productions (herein called “us” & “we”) and you the client (herein called “Your”, “Your”).

The word “book” is used to refer to any project that is intended to be used to produce a physical or electronic document that contains pages.

COPYRIGHT

Your book belongs to you! You retain 100% of the copyrights to any and all material that is submitted to us by you that belongs to you. By working with us you are simply giving us a one time, permission to print.

We will not sell your ideas, images, or book for profit unless we are the publishers for the book.

You are liable for all copyright permissions and licenses needed for any and all content included in your book.

We will add a notice in the copyright section of your book dissolving us and our printers from any responsibility for the copyright use of the enclosed content unless otherwise agreed upon. We will also include our company name and contact information along with any necessary legal notices.

We retain the copyrights to Illustrations and / or Custom Graphics provided and / or created by us unless otherwise stated in a separate contract.

LIABILITIES

We are not held responsible for your physical printed book. This includes printing errors, damage or anything that is done by the printer or in transit.

Printing errors must be directed to the printer.

Distribution errors must be directed to the distributor.

ESTIMATES & ADDITIONAL CHARGES

Price quotes are sent to you in writing and are based on the information provided at the time the quote was given. Final fees and expenses shall be shown when invoice is rendered. The Client’s approval shall be obtained for any increases in fees or expenses that exceed the original estimate by 10% or more.

Services may be added at any time but may change the total costs. Prices and balances are always available upon request so you can know where you are at on your project at all times.

Prices quotes and discounts are binding for up to 30 days or until the job is completed once a deposit has been applied. Price quotes and discounts are not transferrable.

RETAINER FEES

A deposit is required to begin work on your project and assure your place in our work queue.

Delay in providing content or information may move your project completion date and/or your place in our queue.

Your deposit is non-refundable and will be put towards your total bill.

PROOFING & ALTERATIONS

We spend a lot of time making sure you are happy with the direction of the project and usually offer a sample page for you to agree on before we begin, if you would like to change the design or direction of your project once we start the design process, you may incur additional redesign fees.

Before sending your book file to be printed, a digital low resolution PDF will be provided to you via email for you to soft proof.

Proofing must be complete, or balance on your account must be paid, within 30 days of proof delivery.

All desired changes to your book must be noted all at once, in writing, after viewing of your proof book.

After changes are made you will be sent a final proof book to be approved in writing so we can send to print.

Once your final proof is approved we are not responsible for errors, including but not limited to; typos, grammatical errors, missed content, content that is out of order, etc. additional fees will be charged for changes.

MISC

Your book will be available to purchase no more than 7 days after balance is paid, unless otherwise specified.

If you have purchased a PDF file, your files will be sent to you, either electronically or on disc in the mail, within 7 days after balance is paid, unless otherwise specified.

If your book is uploaded to Blurb.com you will have 14 days to order your book or the link will expire. Re-upload fees are \$15.00.

We strive to design your book in a timely matter with high quality service, we also take great care to make sure our files are backed up but in the event that something unexpected should happen and we are not able to complete your project due to illness, software or hardware issues, power outages, Acts of God, or should we for any other reason choose not to continue work on your project, you will be given a full refund of any and all payments paid to Platte Productions with the exclusion of unexpected content that was not divulged to us upon the onset of the project that we feel would violate our image as stated below. (Please check with us before starting any projects that are in question)

We reserve the right to refuse to work on projects that we feel would not reflect our company in a positive way or would violate our image. We do not print or produce books that include lewd or explicit images or language.

Although we try to archive your files we cannot guarantee it's availability for future projects or edits.

We understand that many of the projects we work on are of a private nature and will respect any written requests to keep your material out of the public view, we do however ask that when possible we are able to use, at least the cover image of the books we design, for promotional purposes.

MODIFICATIONS

Any changes, amendments or modifications to this contract must be done in writing.

PAYMENTS

Checks and Money Order Payments can be to:

Platte Productions
P.O. Box 2332
Apex, NC 27502

or Credit, Debit & E-Check payments can be made through PayPal, send payment to:
paypal@platteproductions.com - let me know if you would like to be e-billed.
(please add 3% transaction fee for payments over \$100)

PLATTE PRODUCTIONS ~ Book Publishing & Design

www.platteproductionspublishing.com

email@platteproductions.com

919.448.4922

Last Updated 2/28/11

PLEASE PRINT THIS CONTRACT AT THE TIME SERVICE IS PROVIDED AS CHANGES MAY BE MADE WITHOUT NOTICE!