



## Full Color Service Order Form

Thank you for choosing to publish with Xlibris. Please fill out this form and return it along with all necessary materials to **Xlibris Corporation, 1663 Liberty Drive Suite 200, Bloomington, IN 47403** for faster service, scan and e-mail to [submission@xlibris.com](mailto:submission@xlibris.com) or fax it to (610) 915-0294

### Instructions

- STEP 1 TELL US ABOUT YOURSELF.** You will need to provide us with your name and physical shipping address where we can ship your books. UPS will not ship to Post Office Boxes. Please provide your Social Security Number for royalty reporting purposes.
- STEP 2 TELL US ABOUT YOUR BOOK.** Please indicate the book title or subtitle that you'd like to appear on your book's cover. Also print the name (your name or your pseudonym) exactly as you would like it to appear on the cover of the book.
- STEP 3 SELECT YOUR PUBLISHING, EDITORIAL, ADD-ON AND MARKETING OPTIONS.**
- STEP 4 SELECT YOUR METHOD OF PAYMENT.** You may fill out the payment information here or call 1-888-795-4274 to pay by credit card over the phone. All payments must be in U.S. Dollars. Personal checks and money orders must be drawn on a U.S. bank.
- STEP 5 PREPARE YOUR MANUSCRIPT.** Review your manuscript and read the submission guidelines to avoid unnecessary expenses. If you submit a manuscript that has been incorrectly formatted, it could delay the production process of your book.
- STEP 6 SIGN-OFF.** Review the enclosed Xlibris Publishing Agreement and sign it if you understand and accept all of its terms.
- STEP 7 SUBMIT YOUR MATERIALS.** Your submission should contain the following:
- ▶ The completed and signed Full-Color Service Order Form
  - ▶ Your manuscript files and any image files that we will be using in the book or on its cover
  - ▶ Hard copies of any images that we will be scanning for you
  - ▶ Payment as indicated on the Order Form

Your publishing consultant will contact you by phone or e-mail as soon as we receive your submission.

### Your Info

Full Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 Apartment/Suite \_\_\_\_\_ City, State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_  
 Social Security Number (required for royalty payments) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 How did you hear about Xlibris? \_\_\_\_\_ (Examples: Xlibris website, e-mail, word of mouth, Internet)

### Your Book

Title \_\_\_\_\_ Subtitle (if any) \_\_\_\_\_  
 Author Name / Pseudonym \_\_\_\_\_ Subject/Genre \_\_\_\_\_  
 Reading Level (Enter a range of grades if applicable) \_\_\_\_\_ Age Level (Enter a range of grades if applicable) \_\_\_\_\_  
 Number of images submitted \_\_\_\_\_ Book Format  Portrait (8.5" x 11")  Square (8.5" x 8.5")  
 Has your book been previously copyrighted  Yes  No  
 If yes, what was the year of copyright? \_\_\_\_\_ the registration number? \_\_\_\_\_  
 If yes, have you made major modifications to the text or images since the initial copyright?  Yes  No  
 Web excerpt (Which 4 pages of your book would you like to appear on the Xlibris website?) \_\_\_\_\_

### Web Access

Enter the unique Username and Password that you will use to view your online sales report. If you are already a member of the Xlibris community write your existing Username and Password below.

Username \_\_\_\_\_ Password \_\_\_\_\_

### Publishing Services

Poetry Classique* - \$ 499	Advantage Package - \$ 399	Premium Package* - \$ 2,999
Poetry Superieur* - \$ 899	Basic Package - \$ 599	Executive Package* - \$ 6,499
Christian Novice* - \$ 749	Professional Package - \$ 999	Platinum Package* - \$13,999
Christian Superior* - \$1,749	Custom Package* - \$ 1,599	
Children's Ballad* - \$1,499		
Children's Dreamtime*- \$2,499		
Children's Fairytale* - \$4,999		

\* Xlibris designers will contact you to discuss your project. If there are any special instructions you have for the designer prior to the consultation, please attach a separate piece of paper to this order form.

Sub-Total

### Editorial Services

	Unit Cost	Quantity	Total	Word Count	Price per Word	Combo
<input type="checkbox"/> Copyediting	\$ _____ x	_____ words =	\$ _____	10,000-60,000	\$0.012	\$0.020
<input type="checkbox"/> Indexing	\$ _____ x	_____ words =	\$ _____	60,001-120,000	\$0.011	\$0.019
<input type="checkbox"/> Both	\$ _____ x	_____ words =	\$ _____	120,000+	\$0.010	\$0.018

Sub-Total

### Add-On Services

	Unit Cost	Quantity	Total
<input type="checkbox"/> Bookstore Returnability	\$ 699.00	x _____	= \$ _____
<input type="checkbox"/> Hardback Availability	\$ 299.00	x _____	= \$ _____
<input type="checkbox"/> U.S. Copyright Registration	\$ 249.00	x _____	= \$ _____
<input type="checkbox"/> Library of Congress	\$ 99.00	x _____	= \$ _____
<input type="checkbox"/> Expedite	\$ 349.00	x _____	= \$ _____
<input type="checkbox"/> SYOP (Set Your Own Price & Profit)	\$ 249.00	x _____	= \$ _____
<input type="checkbox"/> Data Entry (per page)	\$ 2.50	x _____	= \$ _____
<input type="checkbox"/> Individual Graphics & Tables	\$ 10.00	x _____	= \$ _____
<input type="checkbox"/> Image Enhancement & Manipulation	\$ 20.00	x _____	= \$ _____
<input type="checkbox"/> Custom Text & layout Formatting	\$ 20.00	x _____	= \$ _____
<input type="checkbox"/> Custom Illustration Service	\$ 149.00	x _____	= \$ _____

Sub-Total

### Marketing Services

	Service Level / Quantity	Total
<b>Printed Materials</b>		
<input type="checkbox"/> Bookmarks	_____	_____
<input type="checkbox"/> Business Cards	_____	_____
<input type="checkbox"/> Postcards	_____	_____
<input type="checkbox"/> Posters (set of 5)	_____	_____
<input type="checkbox"/> Marketing Kit	_____	_____
<b>Publicity</b>		
<input type="checkbox"/> Press Release Campaign	_____	_____
<input type="checkbox"/> Newswire service	_____	_____
<input type="checkbox"/> Publicity Toolkit	_____	_____
<b>Internet Marketing</b>		
<input type="checkbox"/> Opt-In E-mail Marketing Campaign	_____	_____
<input type="checkbox"/> Web Design	_____	_____
<input type="checkbox"/> Google Search Marketing	_____	_____
<input type="checkbox"/> Online Banner Campaign	_____	_____
<input type="checkbox"/> Online Classifieds Campaign	_____	_____
<input type="checkbox"/> Social Media Marketing	_____	_____
<b>Specialty Marketing</b>		
<input type="checkbox"/> Book Exhibit Marketing	_____	_____
<input type="checkbox"/> Kirkus Discoveries Marketing	_____	_____
<input type="checkbox"/> Library Journal Packages	_____	_____
<input type="checkbox"/> RTIR Book Marketing	_____	_____
<input type="checkbox"/> Publisher's Weekly	_____	_____
<input type="checkbox"/> New York Review of Books	_____	_____
<input type="checkbox"/> Foreword Magazine	_____	_____
<input type="checkbox"/> Book Trailer Marketing	_____	_____
<input type="checkbox"/> Video Marketing	_____	_____
<input type="checkbox"/> Podcast Promotion	_____	_____

Please indicate your desired service level/quantity on the space provided.

Sub-Total

Total charges are subject to review upon receipt of all required materials. All prices are in U.S. dollars. Prices and services are subject to change.

**TOTAL \$**

## Author Suggestions

Xlibris offers you the opportunity to make suggestions in order to help our designers develop and create the design of your book. In the space provided below, you should indicate your preferences. Please feel free to include sketches or a simple storyboard to help us understand your vision of your book. Note that in all service levels, the final book design is at the discretion of Xlibris, and Xlibris reserves the right to accept or reject author suggestions as necessary. Please see the Xlibris Guide to Full-Color Publishing and the product specifications for more details or contact Xlibris at 1-888-795-4274 if you have any questions.

### Application

What kind of book do you intend to publish? (i.e., children's book, photo album, brochure, etc.)

---



---

### Overall Tone

What is the mood or the feeling of your book? (i.e., happy, sad, informal, informative, etc.)

---



---

### Font Theme

How do you want your text to look? (i.e., humorous, modern, cartoon, classic, etc.)

---



---

### Color Theme

How do you want your colors to look? (i.e., seasonal, pastel, contemporary, holiday, etc.)

---



---

### General Suggestions

Any other comments or suggestions you may have.

---



---

## Payment Options

I have paid in full over the telephone by credit card, Reference # \_\_\_\_\_

I have enclosed a check or money order for the total amount.

*A \$15 penalty will be incurred for returned checks*

I want to pay in full using my credit card.

*To ensure the complete security and confidentiality of your credit card information, Xlibris does not keep a written record of your details. Please call 1-888-795-4274 and speak directly with one of our Finance Representatives.*

I want to make 3 equal payments on my credit card.

*A \$30 nonrefundable processing fee applies. Your book will not be made available until all payments are received.*

## Submission Checklist

Yes, I have reviewed my manuscript. I have read the submission guidelines and my manuscript is in the correct format.\*

My manuscript is in a single file on a PC-formatted disk.

I have included my Book Summary and Author Biography (100 words each)

I have included images in at least 300 dpi

I am submitting original images and photographs

To expedite the process, please send your materials by e-mail. If originals are sent, Xlibris is not responsible for lost or stolen articles. Xlibris will return your materials to you on request for a flat fee of \$9.99. Oversized materials and materials requiring insurance are subject to additional fees. If you would like your materials returned to you, please check this box.

\*If you submit a manuscript that has been incorrectly formatted, it could delay the production process of your book. be sure to read guidelines and instructions thoroughly before submitting. Please call if you have any questions.

## Author Agreement

### Xlibris Author Agreement

Please read and sign the following agreement between you ("Author") and Xlibris Corporation ("Xlibris or "the Company"), for your book ("Work").

### AUTHOR'S ROYALTIES

Paperback and hardcover royalties are 10% of the retail price if sold through a bookseller or 25% if sold directly to the reader by Xlibris.

### RETAIL PRODUCT AND PRICE

Xlibris book prices are based on page count. Please reference this Pricing Chart.

Trade Paperbacks (price varies)	Discount	Price	Royalty
Author sales	30% to 60%	varies	None
Bookstores, libraries, and resellers	40% to 48%	varies	10%
Direct sales	None	varies	25%

Hardbacks (price varies)	Discount	Price	Royalty
Author sales	30% to 60%	varies	None
Bookstores, libraries, and resellers	20% to 35%	varies	10%
Direct sales	None	varies	25%

Online distribution for the paperback version is included for the first year in selected publishing packages. After which, Xlibris reserves the right to charge an annual fee for online distribution.

Cover prices are subject to change at any time at the discretion of Xlibris as market conditions and costs warrant. As Work can be available in multiple formats, Xlibris reserves the right to terminate and recommence individual ISBN's of work.

### WARRANTIES

The Author represents, warrants, and guarantees that he or she is the sole and only author of the Work and is the owner of the copyright to all of its contents; that he or she has not engaged in plagiarism with respect to the Work and that the content of the Work is entirely his or her own creation and the creation of no one else; that the Work is true and accurate in all respects; that if fiction, the work represents no real event or person in a way that could be deemed libelous; that if nonfiction, the Work does not misstate any important or material fact or fail to state any important material or fact, the result of which would libel any person or result in a person being placed in a false or damaging light; that work does not infringe upon any statutory or common law right or copyright or privacy of any third party; that the Author is owner of any trademarks and/or trade names associated with the work; that the Work does not constitute obscenity or hate literature; and that the Author has the right to enter into this Agreement.

### YOUR WORK ... YOUR RIGHTS

The Author acknowledges and agrees that Xlibris acquires no right of ownership to the Work under this Agreement; that Xlibris is a provider of limited services only (e.g., printing, book sales and online availability) and that Xlibris assumes no responsibility for reviewing or correcting the content of the Work.

### XLIBRIS' WORK ... XLIBRIS' RIGHTS

The Author acknowledges and agrees that Xlibris retains all property rights and all ownership of all data, files, and materials that Xlibris prepares for the publication of the Work, including but not limited to production data, files, and materials, whether or not completed, in the possession of Xlibris and/or on Xlibris' computers and servers. This means that files and data that have been generated by Xlibris (i.e. design files), are the property of Xlibris. However, you do retain full ownership of the Work itself. Xlibris also reserves the right to use the work, or excerpts of, in printed and online collateral, for the purpose of promotion and marketing. Xlibris will not be liable for delays, errors or nonperformance of Services caused by any third party vendor or supplier of Xlibris.

### INDEMNITIES

The Author agrees to pay for and indemnify Xlibris and its employees, shareholders, directors, representatives, successors and assigns of and from all and any manner of claims, liabilities, damages, expenses (including reasonable attorney's fees), awards and judgments resulting

from claims of (i) third parties regarding ownership, libel, slander, plagiarism, privacy, misappropriation and similar claims arising from publication of the Work, and (ii) Author's breach of any warranty in this Agreement. Xlibris agrees to notify the Author promptly of any claim for indemnity under this Agreement. Xlibris also reserves the right to suspend sales of the title until such a time that the dispute is settled. Xlibris may choose to be represented in any proceeding by counsel of its choice; the Author may retain his or her own counsel at his or her own expense. Any settlement agreement between Xlibris and a third party regarding a claim covered by the indemnity provisions of this Agreement shall be subject to approval of the Author, which approval shall not be unreasonably withheld.

### TERM AND EXCLUSIVITY

This Agreement is nonexclusive. (The Author can enter into other publishing agreements.) Either party has the option to terminate the Agreement at any time, with or without cause. If the Agreement is terminated by the Author before the Author officially signs off on his or her approval of the interior or cover galley, publishing fees will be refunded in full (or applied against any outstanding amounts in the Author's account). If the Agreement is terminated by Xlibris at any time, all publishing fees will be refunded in full (or applied against any outstanding amounts in the Author's account). For the purposes of this paragraph, publication fees are defined as those fees directly associated with the publishing package purchased by the Author. Fees related to other pre- or post-publication services, such as data entry, copyediting and/or corrections or book sales, are not refundable. Fees related to the publication of second and later editions of the Work are also not refundable. If the Agreement is terminated by Xlibris due to a breach by Author of this Agreement, no fees shall be refunded. If the author fails to submit his or her materials for publishing before one year has elapsed from signing this Agreement, he or she will forfeit any right to claim a refund for monies paid. The Author retains the copyright for the Work, and no part of this Agreement diminishes the Author's rights to the Work.

### NOTICES

All notices to Xlibris must be sent in writing to its office at Xlibris Corporation 1663 Liberty Drive Suite 200 Bloomington, IN 47403. All notices to the Author shall be in writing to the address specified by the Author.

### COMPLETE AGREEMENT

This written Contract contains the sole and entire Agreement between the parties and shall supersede any and all other prior agreements between the parties. This Agreement may not be modified or amended except in writing signed by the party against whom such modification or amendment is sought to be enforced.

### LAW AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana without recourse to conflicts of law principles. Any dispute between the parties MUST be submitted to binding arbitration administered by the American Arbitration Association ("AAA") to take place in Bloomington, Indiana, before one arbitrator in accordance with the Commercial Arbitration Rules and Mediation Procedures of the AAA ("AAA Rules"). Author acknowledges and agrees that the Services provided to Author are solely for commercial or business purposes and NOT for personal or household use. The parties hereby expressly acknowledge and agree that the Supplementary Procedures for Consumer-Related Disputes under the AAA Rules shall not apply to arbitration pursuant to this Agreement. In the event Author institutes such arbitration, then without limiting the applicability of the AAA rules, Author must serve the complaint initiating arbitration upon Xlibris at the address provided above at the same time as Author submits such complaint to the AAA. The arbitrator will be obligated to award the prevailing party of any such proceedings all costs, attorneys' fees and other expenses incurred by such prevailing party in the arbitration proceedings. Any award entered by the arbitrator may be enforced in any court of competent jurisdiction.

If you have any questions or concerns with the terms of this agreement, please contact us by phone at 1-888-795-4274.

## Sign-off

I agree to the terms of this agreement.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_