



Black & White 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, 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 envelope or package should contain the following:
- ▶ The completed and signed Black & White Service Order Form
 - ▶ CD-ROMs or disks with your manuscript and any images 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 _____

Web Excerpt (Which 4 pages of your book would you like to appear on the Xlibris website? Limit 4,000 words)

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

- Advantage Package - \$ 299 Platinum Package* - \$ 12999
- Basic Package - \$ 499 Poetry Classique* - \$ 399
- Professional Package - \$ 899 Poetry Superieur* - \$ 799
- Custom Package* - \$1599 Christian Novice* - \$ 699
- Premium Package* - \$2999 Christian Superior* - \$ 1699
- Executive Package* - \$5999

Cover Template Choice _____
 Interior Template Choice _____
 Font Choice _____
 Background Color _____

* Please see Xlibris Design Templates insert for details and samples
 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.

Interior Customization Options (not available for Advantage and Basic Packages)

- | | | |
|---|--|---|
| Xlibris Designer's Choice
OR Chapter Drop
<input type="checkbox"/> 2 lines from top
<input type="checkbox"/> 1/3 page
<input type="checkbox"/> 1/2 page | Header/Footer
<input type="checkbox"/> Top/Outside
<input type="checkbox"/> Top/Inside
<input type="checkbox"/> Top/Center
<input type="checkbox"/> Bottom/Outside
<input type="checkbox"/> Bottom/Inside
<input type="checkbox"/> Bottom/Center | Page Numbers
<input type="checkbox"/> Top/Outside
<input type="checkbox"/> Top/Inside
<input type="checkbox"/> Top/Center
<input type="checkbox"/> Bottom/Outside
<input type="checkbox"/> Bottom/Inside
<input type="checkbox"/> Bottom/Center |
| First Paragraph Indentation
<input type="checkbox"/> None
<input type="checkbox"/> Standard
<input type="checkbox"/> 1/2 page | Drop/Raise Caps
<input type="checkbox"/> None
<input type="checkbox"/> Drop
<input type="checkbox"/> Raise | |

Sub-Total

Editorial Services

	Unit Cost	Quantity	Total
<input type="checkbox"/> Copyediting	\$ _____ x	_____ words =	\$ _____
<input type="checkbox"/> Indexing	\$ _____ x	_____ words =	\$ _____
<input type="checkbox"/> Both	\$ _____ x	_____ words =	\$ _____

Word Count	Price per Word	Combo
10,000-60,000	\$0.012	\$0.020
60,001-120,000	\$0.011	\$0.019
120,000+	\$0.010	\$0.018

Sub-Total

Add-On Services

	Unit Cost	Quantity	Total
<input type="checkbox"/> Bookstore Returnability	\$ _____	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"/> CD Archive	\$ 99.00	x _____	= \$ _____
<input type="checkbox"/> SYOP (Set Your Own Price & Profit)	\$ 249.00	x _____	= \$ _____
<input type="checkbox"/> Author-Supplied Index	\$ 100.00	x _____	= \$ _____
<input type="checkbox"/> Data Entry	\$ 2.50	x _____	= \$ _____
<input type="checkbox"/> Paper Galley & Proof	\$ 60.00	x _____	= \$ _____
<input type="checkbox"/> Individual Graphics	\$ 10.00	x _____	= \$ _____
<input type="checkbox"/> Individual Tables	\$ 20.00	x _____	= \$ _____
<input type="checkbox"/> Footnotes \$100 base fee +	\$ 0.50	x _____	= \$ _____
<input type="checkbox"/> Chapter Endnotes	\$ 75.00	x _____	= \$ _____

Sub-Total

Marketing Services

Printed Materials	Service Level / Quantity	Total
<input type="checkbox"/> Pub Announcement Campaign	_____	_____
<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	_____	_____
<input type="checkbox"/> Publicity Toolkit	_____	_____
Publicity		
<input type="checkbox"/> Press Release Campaign	_____	_____
<input type="checkbox"/> Newswire	_____	_____
<input type="checkbox"/> Book Review Campaign	_____	_____
<input type="checkbox"/> Bound Gallery	_____	_____
Internet Marketing		
<input type="checkbox"/> Online Listing Campaign	_____	_____
<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"/> OCC	_____	_____
Specialty Marketing		
<input type="checkbox"/> Book Exhibit Marketing	_____	_____
<input type="checkbox"/> Kirkus Discoveries Marketing	_____	_____
<input type="checkbox"/> Library Journal Packages	_____	_____
<input type="checkbox"/> RTIR	_____	_____
<input type="checkbox"/> Publisher's Weekly	_____	_____
<input type="checkbox"/> New York Review of Books	_____	_____

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 \$

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 300 dpi images

I am submitting original images and photographs

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.

Copyright Information

Have you previously copyrighted this work? Yes No

If yes, why is new registration being sought?

This is the first published edition of a work previously registered in unpublished form.

This is the first application submitted by this author as copyright claimant.

This is a changed version of the work.

If this book has been previously registered, what is the: Previous registration number _____ Year of registration _____

Does this work contain any pre-existing materials? Yes No (If yes, what materials? Check any that apply)

text photography picture tables graphs other (please describe): _____

if this work was published as a contribution to a periodical, serial, or collection, give information about the collective work in which the contribution appeared (title of collective work): _____

If published in a periodical or serial, give the volume number, issue date, and page number:

Volume number _____ Issue date _____ Page number _____

Is there original secondary content (illustrations or photographs) in this work created by a party other than the author?

Yes No (If yes, please submit a description of that content and its owner with you order forms)

Indicate if this is a work for hire Yes No

(A "work for hire" is "a work prepared by an employee or officer within the scope of his or her employment. "If a work is made for hire, the employer is considered the author. If you determine this is a work made for hire, the name of the author should be the employer.)

Copyright claimant/s. If the claimant is different from the author, give a brief statement of how the claimant obtained ownership of the copyright (e.g., "by contract", "by written agreement", or "by will" where the author is deceased):

_____ If the author is deceased, please indicate: Year of birth _____ Year of death _____

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 price books 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 is included for the first year in all publishing packages except the Advantage. Afterwhich, 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 Internet access) 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 you do not have the right to have any of Xlibris' files concerning the Work. 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 judgements 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 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 work performed, 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 online, disk and paper manuscript submission. 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. 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 ____ / ____ / ____