

Contract for Formatting Services from Book Polishers

This is a contract between the Client and the Formatter [Book Polishers, registered office 43 Albany Road, Salisbury, SP1 3YQ UK], for formatting (otherwise known as typesetting) services.

The Manuscript

The Client will provide a manuscript in a standard format, and to a standard that the Client considers finished. Any revisions to the manuscript after the date of acceptance by the Formatter are at the Formatter's discretion.

If required, the Client will ensure that the Formatter has a finished copy of the book cover file(s) in a standard format.

Requirements

The Client will specify what formats they require for the final documents (eg. print-ready pdf) and will inform the Formatter if there are any special requirements.

The Formatter will ensure that they meet the specifications required by any named services (eg. CreateSpace or KDP) on the date that the manuscript is submitted.

The Formatter reserves the right to quote or charge for additional work during the course of the project if the Client's requirements exceed the scope of the original request.

Timeframes

The Formatter will complete the first proof within four weeks of the contract date unless an alternative date is agreed. Any alternative date must be agreed between the Client and the Formatter in writing.

The Formatter will ensure the Client has time to thoroughly check the proof copies and provide feedback if required, but accepts no responsibility for delays caused by the Client.

The Formatter will provide the final files within one week of the Client's sign-off of the proof files.

The deadlines given are a courtesy only, and the Formatter accepts no liability stemming from any missed deadlines.

Proof Copy

A proof copy (in pdf or epub form) will be provided to the Client to ensure the document meets their requirements.

Once a proof copy is provided to the Client, it is the Client's responsibility to check for any mistakes or corrections that may be requested. Changes to the proof copy are at the Formatter's discretion, and it is expected that only minor changes will be necessary. The Formatter retains the right to refuse any changes or amendments.

The Formatter will provide two revisions of the proof copy as standard (so two rounds of amendments may be made). If there are any changes or corrections required by the Client after the third proof is provided, these are at the Formatter's discretion and may be charged at standard hourly rates.

Final Files

The Formatter will provide the files required in the format(s) agreed on, and within one week of the Client's sign-off of the proof copy.

Files will be shared through a file-sharing service or via email. Other sharing methods can be provided but must be agreed on between the Client and Formatter.

If provided using file-sharing services, the Formatter will ensure the Client's access to the files for at least two weeks, and the Client must ensure that they have taken copies of the files for their own use during this time. The Formatter cannot guarantee access to the files beyond this point.

Access by the Client to the template or design files will not be given. The Formatter may provide details (for example, font names) at their own discretion.

Revisions and Amendments

The Formatter will retain the design files. If future revisions are required after the final files have been provided, these will be provided at the Formatter's standard rate.

Payment and Refunds

Payment terms will be agreed upon between the Client and Formatter. If payment in advance is requested, the Formatter will not start the work until full payment is received. If payment in arrears is specified, payment within 30 days of the final files being provided is requested unless other terms have been agreed.

A Client may cancel the contract in writing at any time up until a proof copy has been provided. A refund of 50% will be given as standard, and a refund of up to 100% is at the Formatter's discretion.

Once a proof copy has been provided to the Client, no refunds will be given and the contract cannot be cancelled.

Governing Law

These Terms & Conditions are governed and interpreted under English Law, and the English Courts shall have jurisdiction to resolve any dispute.