



Service Order and Agreement

Thank you for choosing to publish with Kingdom Kaught Publishing LLC. Please fill out this form and return it along with all necessary materials to:

Kingdom Kaught Publishing LLC, 1242 Painted Fern Rd., Denton, MD 21629

For faster service, call (410) 212-0570 or email forms to: infokkpublishing@gmail.com

INSTRUCTIONS

- 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.
- 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.
- 3. SELECT YOUR PUBLISHING, EDITORIAL, ADD-ON AND MARKETING OPTIONS.**
- 4. SELECT YOUR METHOD OF PAYMENT.** You may fill out the payment information here or call 1 (410) 212-0570 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.
- 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.
- 6. SIGN-OFF.** Review the enclosed Kingdom Kaught Publishing LLC Agreement and sign it if you understand and accept all of its terms.
- 7. SUBMIT YOUR MATERIALS.** Your envelope or package shall contain the following:
 - The completed and signed Service Order & Agreement 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 _____ Apt/Ste _____
City, State _____ Zip/Postal Code _____
Daytime Phone _____ Evening Phone (_____) _____
E-mail Address _____ Fax (_____) _____
Social Security Number (required for royalty payments) _____ - _____ - _____
How did you hear about Kingdom Kaught? _____ Offer Code (if applicable) _____
(Examples: Kingdom Kaught website, e-mail, direct mail, word of mouth, Internet)

YOUR BOOK

Title _____ Subtitle (if any) _____
Author Name/Pseudonym _____ Subject/Genre _____

PUBLISHING SERVICES

Bronze Package— \$699
 Silver Package— \$999
 Gold Package— \$1999
 Diamond Package - \$3999

INTERIOR CUSTOMIZATION OPTIONS (not included in Basic Package)

<i>Chapter Drop</i>	<i>First Paragraph Indentation</i>	<i>Header/Footer</i>	
<input type="checkbox"/> 2 lines from top	<input type="checkbox"/> None	<input type="checkbox"/> Top/Outside	<input type="checkbox"/> Bottom/Outside
<input type="checkbox"/> 1/3 page	<input type="checkbox"/> Standard	<input type="checkbox"/> Top/Inside	<input type="checkbox"/> Bottom/Inside
<input type="checkbox"/> 1/2 page	<input type="checkbox"/> 1/2 Page	<input type="checkbox"/> Top/Center	<input type="checkbox"/> Bottom/Center
<i>Page Numbers</i>	<input type="checkbox"/> Top/Outside	<input type="checkbox"/> Bottom/Outside	
	<input type="checkbox"/> Top/Inside	<input type="checkbox"/> Bottom/Inside	
	<input type="checkbox"/> Top/Center	<input type="checkbox"/> Bottom/Center	

Kingdom Kaught 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 sheet of paper to this order form. If you have been quoted a special discount rate please provide that price in the sub-total box below and the name of the representative that you spoke with.

EDITORIAL SERVICES

	Unit Cost	Quantity	Total
Basic Editing	_____ \$ <u>.015</u>	x _____ words	= \$ _____
Professional Editing	_____ \$ <u>.599</u>	x _____ words	= \$ _____

*For word count in Microsoft Word, go to tool bar, click on tools, then click on word count. It will tell you how many words your manuscript has. Multiply this by the unit cost of your selected editing service to come up with sub-total.

ADD-ON SERVICES

	Unit Cost	Quantity	Total
<input type="checkbox"/> Expedite (Rush Service)			\$299.00
<input type="checkbox"/> CD Archive			\$ 99.00
<input type="checkbox"/> Paper Galley & Proof	\$ 60.00 x		\$
<input type="checkbox"/> Individual Graphics	\$ 25.00 x		\$
<input type="checkbox"/> International Distribution			\$ 109.00

MARKETING SERVICES

Printed Materials	Unit Cost	Quantity	Total
<input type="checkbox"/> Bookmarks	\$100 per 50	x _____	_____
<input type="checkbox"/> Business Cards	\$129 per 1000	x _____	_____
<input type="checkbox"/> Postcards	\$450 per 5000	x _____	_____
<input type="checkbox"/> Posters (set of 5)	\$125 per set (5)	x _____	_____
<input type="checkbox"/> Marketing Kit (includes all the above)	\$675 per kit	x _____	_____
Internet Marketing			
<input type="checkbox"/> Author website			\$ 499.00
<input type="checkbox"/> Video Book Trailer			\$ 1399.00
<input type="checkbox"/> Author Banner on KKP Website			\$ 499.00

Sub-Total

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

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, Kingdom Kaught is not responsible for lost or stolen articles. Kingdom Kaught 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 INFO

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 photographs 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 your order form)

Indicate if this is a work for hire. Yes No

(A “work made 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 _____

PAYMENT OPTIONS

Credit Card. You can pay by credit card by using our PayPal account: antonio.palmer@ymail.com.

I have enclosed a check or money order for the total amount or for the amount of \$_____.

*Cash payments can only be received physically by a representative at Kingdom Kaught Publishing office.

AUTHOR AGREEMENT

Kingdom Kaught Author Agreement

Please read and sign the following agreement between you (“Author”) and Kingdom Kaught Publishing LLC (“the Company”), for your book (“Work”).

AUTHOR RIGHT TO OWNERSHIP

The Author grants to Kingdom Kaught Publishing limited, nonexclusive rights to print the Work, and to establish distribution for the Work. This includes the right to promote and sell the book on behalf of the author through channels like Amazon, Google or other such sources. Kingdom Kaught acquires no right of ownership to the Work under this agreement and the Author shall own full and complete copyright to the Work.

TERM AND TERMINATION

The Author may enter into another publishing agreement for this Work at any time. The Author may terminate this agreement at any time in writing, by letter (See “Notices” below). For terminated submissions that include payment, agreement and manuscript, Kingdom Kaught shall not credit or refund to the Author any portion of the fees paid. For terminated submissions that do NOT include the submission of a manuscript, Kingdom Kaught shall offer partial credits or refunds of total amount paid by the Author, based on percentage as follows:

75% credit or refund (if terminated in 60 days or less) 70% credit or refund (if terminated between 61 and 90 days) 50% credit or refund (if terminated between 91 and 150 days) No credit or refund after 150 days.

In the event the author does not sign-off on and authorize completion of the Work, within one year of the date this agreement was established with Kingdom Kaught by the author, Kingdom Kaught shall exercise its right to terminate this agreement.

KINGDOM KAUGHT PUBLISHING RESERVATION

Kingdom Kaught reserves the right to refuse or to assign an alternate imprint to works that contain: offensive material, libelous statements, graphic sexual content, graphic violence, profanity, content that is not consistent with traditional Christian belief and practice, or content that infringes on the copyright of another. Kingdom Kaught may also cancel this agreement if, after submission, the work is found to contain such material. Should Kingdom Kaught cancel this agreement on these grounds, authors may qualify to receive a partial refund of submission fees. As such, these books shall not be marketed or promoted in any way under the Kingdom Kaught Publishing name and/or logo.

DISTRIBUTION

Kingdom Kaught intends to prepare the Work for on-demand distribution within ninety (90) days of the date of this Agreement, but the Author acknowledges that the production process may exceed that time period due to circumstances beyond its control or in the event the Author makes excessive changes to the manuscript after it has been submitted. Authors should NOT schedule book signings or other special promotions until they have their printed FREE books in hand.

AUTHOR WARRANTIES

The Author guarantees he/she is the sole owner of the Work and has the full authority and right to enter into this agreement. The Author guarantees the Work is original and does not infringe upon any laws or rights, and that the Work is not libelous, plagiarized, or in any other way illegal. If any portion of the Work is fictitious, the Author guarantees it does not represent any real event or person in a way that could be deemed libelous. Kingdom Kaught assumes no responsibility for editorial illegalities contained in the Work.

TERMS OF SALE

The Author is not required to purchase copies of the Work. The Author may purchase copies of the Work in any quantity. Orders must be paid for with check, money order, or credit card at the time the order is placed (or in cash, if the Author pays at Kingdom Kaught office). Retail prices and discounts are subject to change and Author will be notified of such changes. The author may not cancel or otherwise alter an order after it has been placed.

AUTHOR’S ROYALTIES

Kingdom Kaught shall pay the Author a royalty for each copy sold, minus returns (if applicable). The royalty rate for copies sold to bookstores is 100% of net receipts. The royalty rate for other sales is 100% of net receipts. Net receipts are defined as the total amount of money Kingdom Kaught receives for sales, minus manufacturing costs. Authors shall receive no royalties on copies they purchase. Royalties are paid semi-annually (twice a year), approximately 45 days after the end of June, and December. If author’s royalties add up to less than \$25 in any royalty period, Kingdom Kaught reserves the right to hold such royalties on account until a minimum \$25 royalty payment has been reached.

AUTHOR AGREEMENT

COVER DESIGN

Kingdom Kaught will design 1 attractive book cover for the Author. The designer will read from the book summary and then design a cover they feel will best market the Work. Authors with specific drawing, illustration, or photograph in mind should include it with manuscript submission. If possible and if considered effective in marketing the work, designers will incorporate the image in the cover. Kingdom Kaught will consider Author suggestions but does not guarantee it can perform any unusual or special requests or that it will follow Author's design direction. The Author acknowledges that Kingdom Kaught does not create original drawings, paintings, photographs or illustrations. Author also acknowledges that colors viewed on a computer monitor or hard copy printed from a computer printer may not reflect the actual colors on the final printed book. Further, the Author acknowledges that cover color may vary between print runs. Since book cover design for the work is submitted to print ("at press") only after author reviews and gives written or verbal indication to publish as is, under no circumstances shall Kingdom Kaught refund, reimburse, or otherwise replace books printed with cover errors or color variance.

TEXT FORMAT

Kingdom Kaught reserves the right to determine the manner and style in which the Work will be formatted and typeset, using styles that are consistent with popular trade books. The Author acknowledges that Kingdom Kaught does not guarantee it will perform any special or unusual formatting requests. Since formatted text for the Work is submitted to print ("at press") only after author review and gives written or verbal indication to publish as is, under no circumstances shall Kingdom Kaught refund, reimburse, or otherwise replace books printed with textual or formatting errors.

MISCELLANEOUS FEES

Author agrees to submit his/her manuscript in complete and final form (already edited, copyedited, and proofread). Authors who choose Kingdom Kaught copyediting services will submit their manuscript in complete and final form when copyedit is complete. The Author acknowledges that Kingdom Kaught may assess "change fees" for author-requested text changes after author has submitted their manuscript in complete and final form. Changes can be made to covers for a fee. Fees are subject to change at any time.

DAMAGE or LOSS of MATERIALS

Kingdom Kaught shall endeavor to care for and return any hard copy of original photographs, but is not responsible for any damage or loss. Any work submitted on a disk including but not limited to manuscripts, photographs or artwork will be discarded once all work has been completed, unless Author request for materials to be returned.

NOTICES

All notices to Kingdom Kaught must be sent in writing (by Letter) to its office at 1242 Painted Fern Rd, Denton, MD 21629, by Certified Mail (United States Postal Service).

COMPLETE AGREEMENT

This written Agreement 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

The parties understand this agreement is binding upon their heirs, executors, administrators, and assigns. The laws of the State of Maryland shall govern this agreement, and its courts shall be the venue for any litigation.

SIGN-OFF

Special Discount #: **SD** _____

I agree to the terms of this agreement.

Signature _____ Date _____ / _____ / _____