E-BookTime

www.e-booktime.com

1-877-613-2665

**Order Form**

Publish as Hardcover, Paperback and eBook $695.00 \_\_\_\_\_\_\_

Publish as Paperback and eBook $395.00 \_\_\_\_\_\_\_

 Or

Publish as eBook $295.00 \_\_\_\_\_\_\_

**(Optional Items)**

Register Copyright $125.00 \_\_\_\_\_\_\_

Scanning of Printed Manuscript\* $100.00 \_\_\_\_\_\_\_

Pictures/Illustrations (Other Than Cover) Number \_\_\_\_ X $5.00 each \_\_\_\_\_\_\_

Library of Congress Control Number (Not Applicable eBook) $50.00 \_\_\_\_\_\_\_

Copyedit Service Fee - $.01 times \_\_\_\_\_\_\_ words in manuscript \_\_\_\_\_\_\_

 Total \_\_\_\_\_\_\_

\* Scanning fee is $100.00 for 125 manuscript pages or less. Add $1.00 per page for each additional page.

**Payment**

\_\_\_\_ Already paid online

\_\_\_\_ Check or money order

\_\_\_\_ Charge my credit/debit card \_\_\_\_ Visa \_\_\_\_ Mastercard

Name on Card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_ ZIP \_\_\_\_\_\_\_

Card Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Valid Through \_\_\_\_\_/\_\_\_\_\_

**Customer Information**

Date of Order \_\_\_\_\_\_\_\_\_\_\_\_\_

First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_ ZIP \_\_\_\_\_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number \_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_

(Your SSN is required for reporting of royalty payments to the IRS. It will not be provided to any other agency, commercial activity, or individual.)

**How did you find us?** Google search \_\_\_ Yahoo search \_\_\_ MSN search \_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Send To**

Email – publishing@e-booktime.com

Mail – E-BookTime, LLC

 6598 Pumpkin Road

 Montgomery, AL 36108

Book Information

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subtitle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author Name or Pseudonym \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject or Genre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copyright Name and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Preferred Book Size (inches) 5.5 by 8.5 \_\_\_\_\_ 6 by 9 \_\_\_\_

\*Paper Color – White \_\_\_\_\_ Light Creme \_\_\_\_

Chapter Page Drop - None \_\_\_\_ Quarter \_\_\_\_ Third \_\_\_\_ Half \_\_\_\_

Table of Contents – Yes \_\_\_ No \_\_\_\_

First Letter on Chapter Page – Normal \_\_\_\_ Raised \_\_\_\_ Lowered \_\_\_\_

\*Page Number – Top \_\_\_ Bottom \_\_\_\_ Center \_\_\_\_ Outside \_\_\_\_ Inside \_\_\_\_

Standard Cover Number \_\_\_\_\_ Custom Cover Provided - Yes \_\_\_\_ No \_\_\_\_

\*Text Font \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Font Size \_\_\_\_\_\_\_

Retail Prices Paperback \_\_\_\_\_\_\_\_ Hardcover \_\_\_\_\_\_\_\_

 eBook Use Minimum \_\_\_ Use Maximum \_\_\_ Other \_\_\_\_\_\_\_\_\_

Our minimum retail price based on final number of book pages will be used unless a higher price is requested. For eBooks, the minimum price is $5.95. You can set a higher eBook price, not exceeding our maximum. See our website for a list of current minimum print book prices and maximum eBook prices.

\*Print Price on Cover – Yes \_\_\_ No \_\_\_\_

Copyedit Service Option – Direct to Formatting \_\_\_\_ Updated Word File \_\_\_\_

 Word “Track Changes” File \_\_\_\_

\* Items marked with an asterisk (\*) are not applicable to eBooks.

Book Description for Websites (Not more than 1,000 characters – submit separately if desired.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agreement**

This agreement is made between the author or duly authorized legal representative (hereinafter referred to as “you”, “your”, or “author”) and E-BookTime, LLC (hereinafter referred to as “us”, “we”, “our”, or “E-BookTime”) regarding the non-exclusive right to publish and sell your work (“the Work”) worldwide in print and eBook form. The term “the Work” shall include all cover and internal art, the text, and material used for advertising the work for sale. The term “eBook” shall include the work in any electronic format.

**Author’s Royalties**

Royalties for sales made directly by E-BookTime will be credited to your account upon completion of purchase by customer. Royalties for wholesale printed book sales and eBook sales will be credited to your account weekly.

Print Books - If the minimum retail price is used, you will receive 30% of the retail price for all paperback books, and 25% for all hardcover books, sold from our retail website (direct sales); and 15% of the retail price for all paperback books, and 10% for all hardcover books, sold through other retailers (wholesale sales). If you set the price above the minimum, you will receive the royalty computed using the minimum retail price amount, plus 100 percent of the difference between the minimum price and the price you set for sales from our retail site and 60 percent of the difference between the minimum price and the price you set for books sold through other retailers.

eBooks - You receive 50% of the net amount due to E-BookTime from sales of the eBook through other retailers (wholesale sales). E-BookTime, LLC will not directly sell the work in eBook format from our website.

Author Discount Price Sales – No royalty.

**Payment of Royalties**

All amounts due you shall be paid monthly. Payments will be by check mailed to the address provided by the author.

**Retail Prices**

For paperback and hardcover books the minimum retail price for your book is determined by the number of pages, however, you can set a higher price for the book if desired. For eBooks there is a minimum retail price of $5.95. You can set a higher eBook price, not exceeding our maximum. The complete list of current minimum print book prices and maximum eBook prices is published on our website. Retail prices are subject to change at any time at the sole discretion of E-BookTime, LLC if costs change or market conditions warrant.

**Author Discount Prices**

The author discount prices for paperback and hardcover books are based on the number of pages and are as published on our website. If the author sets a retail price higher than the minimum retail price, the author discount price will not increase. The author discount price is subject to change at any time at the sole discretion of E-BookTime, LLC.

**Revision of Published Work**

You agree to pay a revision fee of $150.00 for any revision to a published paperback, hardcover, or eBook cover or text.

**eBook Format**

For books with both eBook and print editions, we will make a reasonable effort to format the eBook similar to the format of the print edition; however, we reserve the right to make necessary format changes to publish in an eBook format. For example, print book page headers and page numbers are not used, use of a different character font may be necessary, etc.

**Catalog Fee (Not Applicable to eBook Editions)**

For paperback and hardcover books there is an annual catalog fee which is currently $12.00 per edition. The first year catalog fee is included in the initial publishing fee. You will be billed for a renewal of the catalog fee approximately 10 months after each anniversary of the publication of your work if the sales for the preceding 12 months did not exceed $100.00. If you do not pay the renewal fee when billed your book will be removed from the catalog, our online store, and will no longer be available for sale. The annual catalog fee is subject to change at the sole discretion of E-BookTime, LLC.

**Distribution**

**1. Printed Editions**

Until this agreement is cancelled, you grant to E-BookTime, LLC the non-exclusive license to publish, distribute and sell your work in print form worldwide. E-BookTime, LLC agrees to sell the author’s work from its internet retail site and to make the work available to Amazon and other retailers through a book distributor. Paperback and hardcover books are identified to the book distributor for sale on a 40 percent wholesale discount and no credit for returns basis. Wholesale discount percentage and credit return terms are subject to change at the sole discretion of E-BookTime, LLC. E-BookTime, LLC believes all paperback and hardcover books it publishes will, in fact, be listed for sale by Amazon and other internet retailers, however, E-BookTime, LLC has no direct contractual agreement with these companies and makes no guarantee that a work will be listed for sale or, if listed for sale, for how long. Non-internet retailers (physical bookstores) generally do not stock print on demand books for immediate sale and may, or may not, at their discretion allow customers to special order books published by E-BookTime, LLC. E-BookTime, LLC makes no representation that published books will be made available for sale by non-internet retailers.

**2. Ebook Editions**

Until this agreement is cancelled, you grant to E-BookTime, LLC the non-exclusive license to use, reproduce, modify, distribute, transmit, store, and sell your work worldwide as an eBook through any retail channels deemed appropriate by E-BookTime, LLC. The eBook will be distributed through Amazon (Kindle) and Barnes & Noble (NOOK) only at the present time, but E-BookTime, LLC may distribute through other retailers in future. In order to facilitate promotion, marketing, distribution, and sales you grant to E-BookTime, LLC and its vendors the right to use, display, make excerpts from your work, and utilize processes and programs to promote eBook sales and use; including, but not limited to, online review or download of free sample portions of eBook, temporary lending of purchased eBook, temporary access to all contents for review to encourage customer purchase, etc. E-BookTime, LLC will market eBooks only through retailers which use what we consider as reasonable Digital Rights Management (DRM) technology to provide copyright protection; however, all security technology is subject to possible breach. We assume no responsibility for any breaches of DRM security.

**Warranties**

You warrant and represent that you are the sole author of the Work and are the owner of the copyright to all of its contents; that the Work does not contain any pornographic, hate, or racist materiel; that the Work represents no real person or event in a manner that could be considered libelous; that the Work does not infringe upon the privacy or rights of a third party; that you are solely responsible for the accuracy of the content of the Work, and that you have the right to enter into this agreement.

**Indemnities**

You agree to indemnify E-BookTime, LLC and its employees, owners, representatives, successors and assigns from all claims, liabilities, damages, expenses, awards, and judgments resulting from third party claims regarding plagiarism, slander, libel, ownership, invasion of privacy, and similar claims which may arise from publication of your work. You further agree to pay all legal fees incurred by E-BookTime if legal action arises from any known or unknown libel, plagiarism, breach of privacy or misrepresentation of facts, copyright infringement or any other legal dispute related to the your book. We reserve the right to stop advertising and selling works that are involved in any legal dispute or pending legal dispute.

**Terms**

This agreement is for the nonexclusive publication and/or sale of the author’s work and any associated services identified on the order form. You acknowledge that we have the right to refuse to publish any work submitted, at our sole discretion, provided all fees paid are refunded to you. The author retains the right to enter into other publication and/or sales agreements without restriction. Both parties have the option of terminating this agreement at any time, with or without cause. If the agreement is terminated by either party prior to the publication of the work, all publishing service fees will be refunded in full. If sale of the work is terminated, all royalties due the author will be paid within 30 days. The author retains the copyright for the work, and E-BookTime, LLC acquires no right of ownership to the work. This agreement is the complete understanding of the parties. This agreement shall be governed by the laws of the State of Alabama. Any proceedings under this agreement shall be brought in a court of competent jurisdiction in the federal or state courts in Alabama.

**Notices**

All notices to E-BookTime, LLC must be in writing and sent to 6598 Pumpkin Road, Montgomery, AL 36108. Notices to the author must be in writing and sent to the address indicated by the author.

**Acceptance**

By submitting this order to E-BookTime, LLC you acknowledge your acceptance of the above agreement. Our provision of the ordered services acknowledges the acceptance of the above agreement by E-BookTime, LLC.

(version January 27, 2015)