

SERVICES ORDER FORM



Enter your name here: _____

Author, by checking the appropriate boxes below, hereby selects the corresponding options (**check only options you wish to purchase**). Author also agrees that he/she has read and understands the description of services and agrees to the scope of such services.

OPTION #	NAME	PRICE
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Option 1	Black & White Hardcover Publishing <i>25 copies, cover design, interior page layout, ISBN, copyright, Library of Congress, press release distribution, book signing coordination, Amazon, Ingram & Baker & Taylor, video book trailer, eBook distribution, online reviewers</i>	
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with cover jacket, circle size: 5.5" x 8.5" or 6" x 9"

100 pgs	\$1504.25	_____	450 pgs	\$1632.50	_____
150 pgs	\$1520.00	_____	500 pgs	\$1651.25	_____
200 pgs	\$1538.75	_____	550 pgs	\$1670.00	_____
250 pgs	\$1557.50	_____	600 pgs	\$1688.75	_____
300 pgs	\$1576.25	_____	650 pgs	\$1707.50	_____
350 pgs	\$1595.00	_____	700 pgs	\$1726.25	_____
400 pgs	\$1613.75	_____			

Option 2	Color Paperback Publishing <i>25 copies, cover design, interior page layout, ISBN, copyright, Library of Congress, press release distribution, book signing coordination, Amazon, Ingram & Baker & Taylor, video book trailer, eBook distribution, online reviewers</i>	
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5.5" x 8.5" size (small)

25 pgs	\$1331.25	_____
50 pgs	\$1362.50	_____
100 pgs	\$1425.00	_____
150 pgs	\$1487.50	_____
200 pgs	\$1550.00	_____
250 pgs	\$1612.50	_____
300 pgs	\$1675.00	_____
350 pgs	\$1737.50	_____
400 pgs	\$1800.00	_____
450 pgs	\$1862.50	_____

circle size (large):

7" x 10" or 8" x 10" or 8.5" x 11"

25 pgs	\$1375.00	_____
50 pgs	\$1437.50	_____
100 pgs	\$1562.50	_____
150 pgs	\$1687.50	_____
200 pgs	\$1812.50	_____
250 pgs	\$1937.50	_____
300 pgs	\$2062.50	_____
350 pgs	\$2187.50	_____
400 pgs	\$2312.50	_____
450 pgs	\$2437.50	_____

8.5" x 8.5" size (medium)

25 pgs	\$1356.25	_____
50 pgs	\$1412.50	_____
100 pgs	\$1525.00	_____
150 pgs	\$1637.50	_____
200 pgs	\$1750.00	_____
250 pgs	\$1862.50	_____
300 pgs	\$1975.00	_____
350 pgs	\$2087.50	_____
400 pgs	\$2200.00	_____
450 pgs	\$2312.50	_____

Special *Black & White Paperback Publishing
basic cover design, interior page layout, ISBN, Amazon, 5.5" x 8.5"*

250 pgs max \$500 _____

Additional Services

Option 3 Copy Editing \$0.015 per word _____

Option 4 Illustrations per page rate artist rate _____

Marketing Services

Option 5 Marketing Kit (Complete) \$1200 _____

2500 Bookmarks \$225 _____

2500 Postcards \$395 _____

2500 Business Cards \$250 _____

5 Posters \$265 _____

50 Flyers \$228 _____

Option 6 Co-Op Advertising Call/email _____

Option 7 Web Site \$500 _____

SUBTOTAL 1 \$ _____

EXTRA SERVICES

Extra Service 1 Scanning
\$5 per Black & White Image x _____ IMAGES \$ _____
\$8 per Color Image x _____ IMAGES \$ _____
\$10 per Image x _____ ALTERATIONS \$ _____

Extra Service 2 Corrections (beyond the 50 that are included)
\$2 per correction x _____ CORRECTIONS \$ _____

Extra Service 3 Index for Non-Fiction Titles
\$0.15 per word x _____ WORDS \$ _____

Extra Service 4 Additional Hard CopyProofs \$ _____
\$50 each

Extra Service 5 Additional Revisions (after approval of email proof)
\$65 per cover file \$ _____
\$65 per text file \$ _____

SUBTOTAL 2 \$ _____

* Pennsylvania residents add 6% sales tax. **PA Sales Tax \$ _____**

TOTAL ESTIMATED COST \$ _____

Author's Information

Title of Work: _____

Legal Name of Author: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Fax: _____ Email: _____

The Agreement is effective as of the date written below and executed upon Author signing below.

Social Security Number and Certification

I certify that: I have supplied the correct Social Security number, I am not subject to backup withholding, and I am a U.S. citizen or U.S. resident alien.

Signature: _____ SSN: _____

Tribute Books will withhold royalties at the standard 10% rate in accordance with U.S. law.

Payment

_____ Enclosed check or money order (payable to "Tribute Books")

_____ Visa _____ MasterCard _____ American Express

Name on Card: _____ Card Number: _____

Expiration Date: _____ CRV Number (last 3 digits on back of card): _____

Signature: _____

Billing Address: _____

Final Contract Signoff

I have read the Tribute Books Author Services Agreement. I understand and accept all its terms in full.

Author Name (printed): _____ Date: _____

Author Signature: _____

Tribute Books Name (printed); _____ Date: _____

Tribute Books Signature: _____

**Return document to: Tribute Books • PO Box 95 • Archbald, Pennsylvania 18403
Phone: 570.876.2416 • For Fastest Service Fax: 570.876.2416**

ABOUT THE BOOK

Please write about 125 words to describe your book. We will use your submission to compose the blurb that will appear on the back cover of your book. Please take the time to write this, as it will be the first piece of information through which potential readers will learn about your book.

I am providing the About the Book electronically on paper

ABOUT THE AUTHOR

Please write about 125 words about yourself. Include any information you think readers might find interesting, i.e. where you live, your educational background, if you've written other books, or what inspires you to write.

I am providing the About the Author electronically on paper

COVER

The content, style, and format of the cover are completely up to Tribute Books. However, if you have an idea or suggestion, please write it on a separate sheet of paper, provide it on disk, or provide a mock-up. If you do not have a suggestion, please provide us with an idea of the "feel" you would like the cover to convey. The emphasis should not be on specific or detailed visual elements, although some general ones are fine. It is more important for Tribute Books to understand what you wish the cover to convey.

I do have an idea for the cover. I have provided this: on disk on paper

Please use it exactly as is only as a guideline

I do not have an idea for the cover, but I have included my thoughts on what I would like the cover to convey about my book, and this is on disk on paper

I would also like to include an author photograph on the back cover of my book, and it is enclosed. (To ensure the highest quality of your author photo, we ask that you please submit an original photo. Please do not submit a scanned or photocopied picture.)

I would not like to have an author photograph on the back cover of my book.

INTERIOR ARTWORK

Does your book contain illustrations or photographs? (This does not include the cover, only the interior of your book.) Yes No

How many? _____ illustrations _____ photos

How is the artwork being provided?

on disk, with each image saved as either a tiff or jpeg file at 300 dpi

hardcopies to be scanned in by us at an additional cost

I have contracted with Tribute Books to have original art created

COPYRIGHT REGISTRATION

Date your manuscript was completed _____ Your date of birth _____

If your manuscript was previously copyrighted, provide the year of registration and the registration number. _____