



## When Your In Need Of A Guiding Light

### PAY-PER-SERVICE PUBLISHING AGREEMENT

For \_\_\_\_\_ Date \_\_\_\_\_  
Title(subtitle)\_\_\_\_\_ Genre \_\_\_\_\_  
ISBN \_\_\_\_\_ Publisher \_\_\_\_\_  
Phone (include cell) \_\_\_\_\_  
Shipping address (do not list P.O.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email address \_\_\_\_\_

#### EDITING DEPTH

Light (\$2.00 pg) \_\_\_\_\_ Medium(2.50 pg) \_\_\_\_\_ Full (\$3.00 pg) \_\_\_\_\_  
Total Price \$ \_\_\_\_\_

TRANSDPOSE: Pages \_\_\_\_\_ (\$ .50/Page) \_\_\_\_\_  
Total \$ \_\_\_\_\_

Total Cost Of Project \$ \_\_\_\_\_

PAYMENT OPTIONS:

PLEASE PRINT CLEARLY!

Check\_\_\_\_ Ck #\_\_\_\_\_ Amt. \$ \_\_\_\_\_

Money Order\_\_\_\_ Amt. \$ \_\_\_\_\_

Credit card at website \_\_\_\_ Amt. \$ \_\_\_\_\_

Please print, fill out and mail or fax this agreement back to us with your check or money order – unless you have prepaid by credit card at the website.

AUTHOR retains all permanent rights to his/her Manuscript or “Work”. Author hereby grants Publisher the right to use any author enhancements. Nothing continued in this Section shall be construed as limiting, modifying or otherwise affecting any of the rights granted to Publisher under this Agreement.

**FULL REFUNDS:**

Full refunds are given within 24 hours of cancellation only. No refunds will be given on the grounds of improper submissions. Improper submissions will result in the forfeiture of funds provided by author.

**TIME:**

CSP promises to provide all services within a reasonable time frame, usually between two to three weeks. However, in lieu of unavoidable circumstances such as staff injury, hurricane or other natural disasters where the CSP office and/or its departments must close for an unspecified amount of time, CSP promises to commence services as soon as the office and/or its departments are able to reopen.

**CANCELLATIONS**

Publisher reserves the right to withdraw its offer of agreement at any time, for any reason including improper Manuscript submissions by Author (banished content, etc.) and refunds given in part or in whole, only if those services ordered have yet to commenced. Author may terminate this Agreement at any time with 30 days written notice provided all outstanding fees for services ordered are paid in full. Written notice shall be construed as that which has been received on paper at Covenant Signature Publishing’s P.O. address Box 62743, Lafayette La. 70596-2743, sent return receipt requested at Author’s expense. If Author withdraws the Work at any point, Author acknowledge that no fees for any services or options ordered shall be refunded. Furthermore, should Author select the deposit and balance upon completion option, but withdraw the Work prior to the balance being paid in full, said balance shall be considered due and payable immediately. Author’s sole and exclusive remedy for Publisher’s breach of this Agreement or verbal agreement or any action or inaction of Publisher related to this Agreement or verbal agreement shall be the recovery of so much of the fees, if any, paid to Publisher pursuant to this Agreement (“Author’s Exclusive Remedy”). Author acknowledges and agrees that Author’s Exclusive Remedy is reasonable in light of potential harm and is not a penalty. Whenever the term “Author” refers to more than one person, such persons will be jointly and severally responsible for all duties, obligations an covenants under this

Agreement.

**MANUSCRIPT**

Each Publisher department may require the Manuscript in different format (disc, hard copy, other). Author shall deliver to Publisher the Manuscript in the proper format required and outlined in the Company guidebook, pamphlet, and/or website for each department therein. All material on computer disc must be in a size and format acceptable to Publisher.

**MATERIALS**

Author shall submit to Publisher all original artwork, photographs/illustrations and all other “Artwork” in a form suitable for reproduction by Publisher. Publisher has Author’s permission to include any and all artwork, photographs, maps, charts, and other materials (acquired or prepared by Publisher) to be used in Manuscript production. Author shall provide to Publisher (at Author’s sole expense) written authorizations/permissions for the use of any copyrighted or other proprietary materials owned by any third party person or entity described, quoted, or depicted in the Work . If Author does not deliver Permissions, Publisher reserves the right to edit any copyrighted material used without permission, and the Author held responsible for any and all editing expense.

Author acknowledges and confirms that Publisher shall not withstand liability of any kind for the loss or destruction of the Manuscript, electronic storage media, or related repository of the Work or Artwork Permissions. Author also acknowledges that Publisher shall not be liable for refund of fees or damages or unavailability of fulfillment if the current production plants close or become available and Publisher is unable to transfer service to another company. Author acknowledges that any and all art or electronic files created, in part or whole by Publisher remains the property of Publisher and may not be used by Author without the express written consent of Publisher.

**PROOFS/TIMING**

Certain departments will provide Author with electronic proof of Work while other departments will provide a hard copy proof – depending on what services are requested by Author from which departments. The more departments requested for service, the longer the Manuscript may take to complete. Therefore, Publisher cannot give deadlines as all projects vary – though larger projects (full book production) are usually completed within 4 to 6 months. This does not include delays (force majeure, damaged materials, or changes to Manuscript). Corrections and additional proofs are billable at published rates and due prior their implementation. Publisher will make its reasonable best effort to timely provide proofs and finished product to Author, however, Publisher makes no certain warranty as to the time in which it will provide proofs or finished product to Author. Author is not holding Publisher to any deadline and expressly waives any potential claim thereto.

**AUTHOR’S INDEMNITY**

Author shall indemnify, defend and hold harmless Publisher, it’s subsidiaries and affiliates, from all claims, debts, suits, actions, proceedings, and/or prosecutions (“Claims”) based on allegations which, if true, would constitute a breach of any of the foregoing warranties, and any and all liabilities, losses, damages, and expenses (including attorneys’ fees/costs) in consequence thereof.

This Agreement and the rights and obligations of the parties under this Agreement shall be governed,

construed, interpreted, and enforced in accordance with the domestic laws of the State of Louisiana, regardless of any choice of law or conflict of law provision or rule of any other jurisdiction. The rights and obligations of the parties under this Agreement shall be heard only in a state court in Lafayette Parish, Louisiana. This Agreement shall be binding on the heirs, executors, administrators, successors or assigns of the Author. Each party acknowledges that no representation, inducement or condition not set forth herein has been or relied upon by either party.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Print Name \_\_\_\_\_

COVENANT SIGNATURE PUBLISHING  
P.O. Box 62743 Lafayette, La. 70596-2743  
888-330-7066 covpub@msn.com  
Fax 337-237-3801