

PTWO -Push The Word Out Publication Company
Publishing/Grant Writing/Consulting
Limited 1 year Contract:

PTWO Publications (Push The Word Out) is a professional development training and referral service company, which offers professional advice in training, seminars, self-publishing, grant writing, grant research, private tutoring, and other writing needs.

PTWO will:

- Research & Match Grants
- Type & Prepare Grant applications, proposals etc.
- Re-Type Business plans, budgets & other documents needed for grant submission.
- Review Business mission, vision, & give consult about business mission, vision, etc.
- Create and type Business plans, budgets, and other business related documents for Non-Profit & For Profit organizations.
- Grant Matching and typing of business related documents for grant applications.
- Business plans, Portfolio creating, and other business writing as needed.

(For Authors ONLY)

- Retain ISBN numbers for clients
- U.S. Copyright information
- Name, Book title, Sub-title Verification and Registration information (**For Authors ONLY**)
- Editor referrals information (**For Authors ONLY**)
- Printer referral information (**For Authors ONLY**)
- Provided its logo and seal on all publishable materials
- Referral fee for Marketing Company, Advertisement
- Offer advice on book titles, sub-titles, and related topics.
- Accept the following publishable materials:
 - a. Non-fiction books, life stories, Christian stories etc.
 - b. Fiction books (with exceptions of explicit language and sexual connotations to be decided by PTWO owner)
 - c. Children's books (fiction) (Graphics will be referred to Graphics company for a fee)
 - d. Poetry books
 - e. Cookbooks (Graphics will be referred to Graphics Company for a fee)
- Resume creating, letter writing and printing. Cover letters. Business Letters and Business Cards, Business plans, portfolios & brochures.
- Resignation and Termination Letters, Court letters and Letter to Judges/Attorney.

PTWO will NOT.....

- Own, reproduce or keep any publishable materials
- Accept publishable materials previously printed by any other publishing company, or self-published material.
- Provide advertisement for clients, or promotions (referral services must be selected for promotions)
- Edit or print any materials for book publishing (referral to PTWO editors and printers only.)
- Fund, or promise funding to authors for book publishing services or fund businesses for grant purposes.
- Be liable for damaged, lost, or stolen publishable materials, books or any materials given to PTWO for publishing. (Authors are responsible for their manuscripts)
- Be legally responsible for Editors, Printers, Graphics companies and other non-profit corporations or companies, etc. (separate contracts with these entities is necessary)
- Handle, transport, mail or distribute author's original, or copies of manuscripts to editors or printing, (Authors are responsible for transporting their documents to editor and printer referrals.)
- Refund any sponsor's proceeds or donations, return any publishable files.
- Refund referral fees and related fees.
- Reprint books, manuscripts, etc. published by another publisher/company.
- Pay for any expenses incurred by authors, business, and organizations in return for our services.
- Be employed by any of the organizations contracted with PTWO for grants, or any business related duties.
- Pay for the printing of any publishable or typed manuscripts, business plans, etc.
- Campaign or provide advertising or marketing for ANY company besides PTWO.
- PTWO will not be responsible for travel expenses, or any expense of contracted organizations, authors, participants, or clients.

PTWO-Push The Word Out Publications

Contract Price, Terms and Conditions:

1-Year Limited Contract

Initial Consultation: \$250.00 (non-refundable- includes online consultations as well.)
Each additional consultation: \$200.00 plus \$50.00 an hour not to exceed 3 hours in one day. (non-refundable)

Grant proposals and applications require initial consultation fee and hourly fee after consultation. Grant contracts are a 1 year limited agreement signed by both parties. PTWO will receive compensation of 15% of the awarded grant funding from each foundation grant submission. PTWO has the right to cancel this 1-year limited contract for non-compliance to the contract agreement.

Business Clients will pay initial consultation fee and \$50.00 per hour not to exceed 3 hours in one day (non-refundable) writing business plans, portfolios, grant research and writing fees.

Author/Client must pay initial consultation fee and 50.00_ISBN fee (non-refundable) and 50.00 Copyright fee. (non-refundable) Authors must pay 50.00 an hour for additional editing, or printing work, changes in documents, etc.

PTWO will refer client to contracted Editor and client must sign additional contract with editor along with any fees negotiated to editor. **(For Authors Only)**

Other business referrals are 50.00 each referral.

Resume writing and printing is \$25.00 an hour minimum, maximum not to exceed 3 hours in one day)

Editor (after payment received) will consult with printer and refer client to printer. Client must sign agreement with printer along with any fees negotiated to printer. **(For Authors Only)** All fees to PTWO, Graphics Company, editor and printing company must be paid or books will not be printed. If client refuses services from editor and printer, PTWO will not be liable for legal ramifications with referral disputes. **(For Authors Only)**

No monies will be refunded, all contracts are binding.

This Agreement is binding and Author Client or (Business Client) agrees to enter a contract with editor and printing company supplied by PTWO-Publications only.

Client (Business or Author) Printed Name Date

Client (Business or Author) Signature Title of Business or (Publication)

Type of Business or Published Material

PTWO, Owner/Consultant Printed Name Date

Signature PTWO, Owner/Consultant

*****Disclaimer: Authors must complete the 3 phase publishing process within 1 year otherwise pay to begin the process again.**

PTWO-Push The Word Out Publications
Privacy Policy
Updated June 1, 2019

Our privacy policy, as written below, answers questions authors may have about access, security, and control of personal information. It describes how the information will be used and whether it will be provided to third parties.

All companies that are contracted with PTWO Publications including your name, address, telephone number, email address and credit card data---belongs to author. While PTWO may collect this type of information when you provide it to us, we do not rent or sell your information to third parties.

We use it only to process your publishing, consulting, editing and printing orders and to provide a more personalized experience.

WHAT INFORMATION DOES PTWO and contracted companies collect?

When users visit our website (s), there are two types of information that may be collected.

The first type of information is known as personally identifiable information. In order for us to serve your needs and provide products and services, we may from time to time request personal and private information, such as your name or company, address, contact information, education, payment information whenever orders are placed. You may choose to provide this information at your discretion.

Many areas of our website are accessible without providing any personally identifiable information. Personally identifiable information excludes any information you may choose to submit publicly, such as reviews, critiques, editorials, testimonials, documentaries, forums, blog discussions, or entries into PTWO's magazines, journals etc.

You may choose to place orders or to set up an account with PTWO's website to obtain additional information or to order products, and/or services PTWO provides. If you place an order or set up an account, certain private information will be necessary. Such information includes your name, company, contact information and payment information and arrangements.

We will maintain a history of orders and payments via your account for normal accounting and business purposes. PTWO Publications does NOT rent, sell or share personal information about you with other people or companies that are NOT our partners or affiliates.

If you choose not to provide private information to this website, alternate ordering and payment arrangements can be made available by providing the information via telephone, fax or mail or another standard method of communication.

Because PTWO wants to serve you better, we may share your name, book information and contact with companies that are contracted with PTWO Publications. Other contracted companies with PTWO may offer products or services useful to you. PTWO Publications share some aspects of common ownership and control.

Contracted companies currently include PTWO Publications, Contracted Editing companies, Contracted Printing Companies, and Contracted Marketing and Advertising companies.

You e-mail address may be used occasionally to notify you about important changes to PTWO's Web site, new services, and special considerations which we find valuable to you. If you do not wish to have your contact information used by the Company (ies) to be given to our contracted companies, and third-party services, you can opt-out by e-mailing us stating your reason and request at pdowmorr@aol.com or trisladownes@gmail.com please write in the subject line: Unsubscribe

This opt-out does not apply to information collected via email to facilitate, complete or confirm our contract, transactions with you, to provide warranty or security information, or to notify you of changes in our terms, features, or to deliver goods or services, including updates, or upgrades, that you are entitled to receive.

We may release account information when it is believed, in good faith, that such release is reasonably necessary to (1) comply with law, (2) enforce or apply terms of any of our user/client/contracted agreements, or (3) protect the rights, property, or safety of PTWO Publications and its affiliated and contracted companies, users, or others.

We may release account information when we believe, in good faith, that such release is reasonably necessary to:

- Respond to subpoenas, court orders or legal process; to establish or exercise our legal rights; or defend against legal claims.

- Believe it is necessary to share information in order to investigate, prevent or take action regarding illegal, fraudulent and potential threats to the physical, and mental safety of any person, violations of PTWO Publications terms of use, or as otherwise required by law.

- Transfer information about you if PTWO is acquired by or merged with another company. Upon this event, PTWO will notify you before information about you is transferred and becomes part of a different privacy policy.

The 2nd type of information is known as "non-personally identifiable information" and is collected upon each visit to our Web site. Our server automatically recognizes visitors' domain names and Internet Protocol addresses (when possible). We also collect information, which is collected and maintained in an anonymous, non-personal and composite form, allowing us to improve the content of our Web site and facilitate market research when necessary.

PTWO and its contracted Web Server uses encryption technology to keep your personal information safe. All ordering information—including your name, mailing address, telephone number, e-mail address, and credit card data is encrypted using a secure server for security.

Credit card transactions are handled by a third-party institution (PayPal) and they receive the credit card data only to verify the information and process transactions.

Furthermore, your credit card and billing information cannot be read as it travels to our ordering system. In order to ensure that your information is more secure, once your credit card information is received, the server may store only the last 5 digits which is NOT accessible from the internet or Web site.

If you feel more comfortable placing an order for products, or services over the telephone, contact us by calling (619) 909-1301 for publishing services or to order books.

SECURITY

PTWO is committed to maintaining the privacy of your personally identifiable information, and will treat the privacy of your information with the same or greater protections as we provide for our own private information. PTWO Publications Company Web sites have industry-standard security measures in place to prevent the loss, misuse, and alteration of the information under our control.

While we are aware that there is NO such thing as “perfect security,” on the internet and Web sites, we take reasonable steps to ensure the safety of all information. Only PTWO’s CEO/& employees of PTWO who have been contracted and need the information to perform specific jobs are granted access to personally identifiable information. Furthermore, all employees, and contracted partners are kept current and up to date on our security and privacy policies.

YOUR CONSENT AND NOTIFICATION OF CHANGES

By using the Web site, products and services, you consent to the terms of this policy. If our privacy policy changes, we will post those changes on this page so that you are always aware of access, security, control of personal information, how information will be used, and whether it will be provided to third parties. Your continued use of the Web site constitutes your consent to the updated policy.