

Self-Publishing Referral Services
By
PTWO -Push The Word Out Publications & Training Centers

Limited Author 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, and writing needs.

PTWO will:

- Retain ISBN numbers for clients
- U.S. Copyright information
- Name, Book title, Sub-title Verification and Registration information
- Editor referrals information
- Printer referral information
- 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, writing and printing. Cover letters. Business Letters and Business Cards
- Resignation and Termination Letters.

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-(referral to PTWO editors and printers only.)
- Fund, or promise funding to authors for book publishing services
- 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, 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
- Refund referral fees and related fees.

**PTWO-Push The Word Out Publications
Price, Terms and Conditions:**

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)

Client must pay 50.00 _ISBN fee (non-refundable) and 50.00 Copyright fee. (non-refundable)

PTWO will refer client to contracted Editor and client must sign additional contract with editor along with any fees negotiated to editor.

Other business referrals are \$25.00 each referral.

Resume writing and printing is \$50.00 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.

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.

No monies will be refunded, all contracts are binding.

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

Client (New Author) Printed Name

Date

Client (New Author) Signature

Title of Book (Publication)

Type of Published Material

PTWO, Owner/Consultant Printed Name

Date

Signature PTWO, Owner/Consultant

PTWO, Owner/Consultant Signature