

SERVICE ORDER FORM AND AUTHOR AGREEMENT

Thank you for choosing to publish with Laredo Publishing Co. Please read, fill out and return this document signed along with all necessary materials to:

Laredo Publishing Co. Inc. 465 Westview Ave, Englewood, NJ 07631

Full Name _____

(Legal name of person or organization)

Street address _____

City _____ State/Province _____ Zip/Postal code _____

Phone _____ Fax _____ E-mail _____

Social Security Number (required for royalty payments) _____

How did you hear about Laredo Publishing? _____

Title of your book _____ Subject /Genre _____

Whereas, the AUTHOR wishes to publish his/her book (hereinafter to be referred to as WORK) and place it on line at LAREDO SELF- PUBLISHING and STUDIOMAGICART.COM (hereinafter to be referred to as LAREDO), the AUTHOR grants, while retaining all other rights, LAREDO the non-exclusive right to publish the WORK with LAREDO, by any and all electronic means, and warrants LAREDO:

1. AUTHOR is the sole creator and/or has the license from the copyright owner of the WORK and of all rights to and of the WORK.
2. AUTHOR is the sole owner of the copyright to the WORK and will retain the copyright to the WORK for the duration of this agreement.
3. The WORK is not in the public domain nor violates any right of privacy or is libelous or obscene.
4. LAREDO shall not have any legal responsibility for the AUTHOR'S WORK.
5. AUTHOR agrees to hire LAREDO for services of self-publishing and to make the WORK available for retail sales to the public by combining conventional publishing tasks, print-on-demand, manufacturing , Internet publicity and retailing. Specific features of this service vary according to the publishing package selected by the AUTHOR. All prices in this Agreement are in US currency.

The AUTHOR selects the following Self -Publishing Package:

ECONOMY PACKAGE, \$299

SUPERIOR PACKAGE, \$699

ADVANCED PACKAGE, \$1,499

PROFESSIONAL PACKAGE, \$1,999

EXECUTIVE PACKAGE, 2,899

AMBASSADOR PACKAGE, 3,799

CHILDREN STAR PACKAGE, \$699

CHILDREN SILVER PACKAGE, \$1,699

CHILDREN GOLD PACKAGE, \$2,899

CHILDREN PLATINUM PACKAGE, 5,499

The AUTHOR selects the following cover design # (except Economy Package): _____

The AUTHOR selects the following book size in a perfect binding (Children's books, saddle stitched) format:

5.5 x 8.5 or 8.5 x 11(Economy, Superior, Advanced, Executive and Ambassador Packages)

8.5 x 11 (Children Packages)

The AUTHOR selects the following extra Editorial and Design Services:

	Cost/Page		Num of Pages	Total
<input type="checkbox"/> Proofreading	\$10.00	x	_____	_____
<input type="checkbox"/> Typesetting from typed manuscript	\$2.50	x	_____	_____
<input type="checkbox"/> Typesetting from handwritten ms.	\$15.00	x	_____	_____
<input type="checkbox"/> Custom cover design	\$250.00		_____	_____
<input type="checkbox"/> Photoshop work	\$25.00 /image	x	_____	_____
<input type="checkbox"/> Translation	\$50.00	x	_____	_____
<input type="checkbox"/> Illustrations (call for quote)				

PAYMENT OPTIONS

The AUTHOR makes payment as follows: Amount: \$ _____

Enclosed check Visa MasterCard

Card Number _____

Security Number on back of credit card (usually 3 digits) _____

Expiration date _____ Cardholder's name _____

Cardholder's signature _____

THE AUTHOR WILL PERFORM THE FOLLOWING:

1. Provide a digital file of the inside pages in a suitable digital format.
2. Provide scan ready original art at 300 dpi, the text as a digital file, plus samples to emulate and specifications for the WORK's appearance, including size and other factors.
3. Determine a reasonable retail price (all packages except Economy). Pricing is determined upon a single-copy printing cost and minimum retail price.
4. Prepare promotional text for Web page creation and announcements (Except Economy, Superior, Advanced, Children Star and Silver Packages). For Professional, Executive, Ambassador, Children Gold and Children Platinum Packages, Laredo will prepare promotional texts.

THE AUTHOR AGREES:

1. To enable LAREDO the right to print, reproduce, distribute and display the WORK in paper and electronic format.
2. To enable LAREDO to subcontract all or parts of its services to other companies and subsidiaries of LAREDO PUBLISHING Inc.
3. To allow LAREDO, when it applies, to distribute promotional copies of the WORK free of royalties
4. To receive, when it applies, 60% royalties on a quarterly basis from LAREDO for each copy of the WORK sold, the royalty being 60% of the gross margin (retail price less discounts).
5. To allow LAREDO, when it applies, a discount to buyers of 25% retail price on LAREDO's Web- Bookstore orders received through LAREDO's Web- Bookstore, order form, phone, fax or mail. Shipping cost is not included.
6. To assume any and all liabilities, indemnify and hold LAREDO harmless from all and any claims, liabilities, damages, expenses (including attorney's fees), awards and judgments arising from the content provided by the AUTHOR, claims of third parties regarding ownership, libel, plagiarism, slander, privacy, misappropriation, and similar claims arising from publication of the WORK, and Author's breach of any warranty in this Agreement.

LAREDO will notify the AUTHOR of any claim for indemnity under this Agreement. LAREDO may be represented in any proceeding by counsel of its choice. The AUTHOR may retain additional counsel at his or her own expense. Any settlement agreement between a third party and LAREDO regarding a claim covered by the indemnity provisions of this Agreement are subject to the approval of the AUTHOR. This approval shall not be unreasonably withheld.

BOTH LAREDO AND AUTHOR AGREE:

1. This agreement is non-exclusive. LAREDO retains all digital property and ownership related to all completed production data and files. Either party may terminate this agreement at any time on delivering immediate written notice without any necessary cause. If the Agreement is terminated by the AUTHOR before the AUTHOR officially signs off on their approval of work performed, the publishing fees will be refunded in full. If the Agreement is terminated by LAREDO, all the publishing fees will be refunded in full. If the AUTHOR does not submit the materials for publishing within one year from the date of this Agreement, the fees are not refundable. Fees related to other pre or post publication services, such as data entry, translation, proofreading, cover creation, typesetting, corrections, Photoshop work or book sales, are not refundable. Fees related to a second and later editions of the WORK are also non refundable. If the Agreement is terminated by LAREDO due to a breach of this Agreement by the AUTHOR, no fees shall be refunded. The AUTHOR retains the copyright for the WORK. Any remaining inventory will be returned to the AUTHOR upon satisfactory termination of this contract. AUTHOR will pay for the transportation of the returned books. All notices to LAREDO must be sent in writing to 465 Westview Avenue, Englewood, NJ 07631. All notices to the AUTHOR will be sent in writing to the address specified by AUTHOR.
2. The laws of New Jersey shall apply and the parties agree to use binding arbitration in New Jersey to resolve irreconcilable disputes between the parties.
3. Changes to this contract may be necessary from time to time without notice, to reflect evolution of LAREDO's service to self-publishing authors, providing the contract is retained and payments by the AUTHOR and royalties due are up to date.

I agree to the terms of this Service Order Form and Agreement:

Signed by the Author _____

Date ____/____/____

SUBMISSION CHECKLIST

- I have read and signed the Service Order Form and Author Agreement.
- I have reviewed my manuscript. My manuscript is in the correct format.
- My manuscript is in single file on a PC-formatted disk.
- I have included 300 dpi images.
- I am submitting original images and photographs
- I have included a Summary of my Book and Author Biography (100 words each) and a photo of the author.

Please send your materials by secured mail. If originals are mailed, Laredo is not responsible for lost or stolen items. Laredo will return your materials to you on request for a flat fee of \$12.00. Oversized materials requiring insurance are subject to additional fees.

If you would like your materials returned to you, please check this box