

Partnership Publishing Procedure and Terms of Service

(PP Book Publishing)

Dear Sir/Madam,

We pride ourselves on our professional publishing service, unique holistic and sustainable business model, and our passion for sharing untold stories and demystifying the publishing process. To maintain the upkeep of this, we work to strict timetables to ensure the smooth running towards publishing your book(s). As part of our partnership with you as an Author, we work to provide **direct** and **consistent** communication, so as not to delay the publication of your product, and we encourage our Authors to do the same.

In the studio, we take delight in the availability of our team members, as we understand from experience that fluid communication between ourselves and our Authors, is significant for the effective operations of our process.

Please see below our Publishing Procedure - outlining our bespoke process and sharing what to expect when publishing your book(s) through Partnership Publishing.

All our Authors are advised to familiarise themselves with our publishing procedure.

Pre-production Procedure:

- When you first contact us, we will do our best to acknowledge your enquiry within 48 hours, as we are *always* excited to hear new stories, concepts, and ideas, just as much as we are to meet new and experienced Authors.
- We will ask for an initial phone call to discuss your book, your plans and how you envisage the book, get to know you better and how you work, and demystify the publishing options available to you. We ask that you provide us with your manuscript for our editing team to review, to obtain a stronger understanding of your aims and visions for the book.
- At this stage, we ask for you to sign a consent form. There is no financial obligation – only signed confirmation to ensure **the copyright of the manuscript and worldwide rights remain yours.**
- We receive and save on our server - your submission to read.

- After our initial phone call, our editing team will create an Editorial Report, which provides their initial thoughts, vision for the cover, book specification and branding, and present you, the Author, with helpful, constructive feedback.
- We do not accept all submissions. As a team we must be passionate about a title and have that ‘goosebump’ moment. Entering a Publishing Partnership with an Author is a responsibility we understand being Authors ourselves. Our partnership publishing business model is built over 19 years of experience knowing and feeling what we would have appreciated as support when embarking upon the publishing journey ourselves. We only accept submissions where we feel there is viability of a project for you to receive a return on your investment.
- Our Editorial Report is then utilised to create a more accurate cost estimate – this estimate will be shared with you, preferably over a video call or face-to-face, and this meeting will be arranged either during or briefly after the initial call, (this depends on when we receive the manuscript to review).
- You will receive your cost estimate both during the meeting, and via email, as we understand that publishing a book is a passion project that may not be decided upon instantaneously.
- **We are always available to contact if you have any questions about your estimate and can arrange payment plans to suit each project and Author.**
- Once you are happy to proceed, it is a huge honour for us to be trusted to professionally publish your book!
- At this stage, we ask for you to sign an Author Agreement. This outlines your agreed publishing package – and remains signed confirmation to ensure **the copyright of the manuscript and worldwide rights remain yours.**
- Once a payment plan has been agreed, and we have received the initial payment, (all information surrounding this will be within your estimate, and through communication with your account manager,) we can proceed to the first stages of production!

Production Procedure:

- When production begins, we assign an ISBN number to your book which will be allocated to the chosen imprint and begin to collate your bibliographic data.

- **We announce you as our Debut Author** – We are excited to share the news with the world and you will receive from our marketing team, an Author Q&A with questions for you to answer. We would also require an Author biography and an Author picture for us to use at this stage. We understand that some Authors like to remain anonymous, and this is also okay – we can work with pseudonyms and non-personal photos.
- Our editing team will dive straight into your manuscript! This is the ‘initial edit.’ Our editor will begin to correct any grammatical ‘happy-accidents,’ and ensure that the entirety of your manuscript reads well and is grammatically correct. Whilst doing this, we start to fully engage with your Author voice, and ensure this remains throughout. As we are working with the manuscript, we will start to find a real feel for any imagery/colours/branding, and note this in your official file, to ensure that when we create your book cover, it is an authentic portrayal of your writing. **Any edits made will always be sent to you, and no changes will be passed through without the approval of yourself.**
- Once all edits are approved, the editor will carry out the ‘forensic edit’ which entails another look through of the grammar, but also the formatting of the manuscript, e.g., font, font size, headers, sub-headings, paragraphing, page count etc... Whilst doing this, the editor will also provide suggestions of any areas that may need that extra ‘oomph’ and will help to re-word and re-touch any words/sentences that may not be quite right. Again, none of this is carried out without the approval of the Author.
- Being a spirited business, we work strongly with feeling and the belief that ‘everything happens for a reason.’ *When inspiration arises... it arises!* We like to create the bespoke book cover from genuine feeling to ensure it stays true to your writing. The book cover may be created after the edits, or during the edits – inspiration presents itself all the time! If you do have any ideas or are provided with that random inspiration at 3am – let us know! Nobody knows your book better than you do, and it’s up to us to present you with a cover that reflects that and gives you the confidence as you start your Author career.
- Once you and our team are happy with the editing, branding, and book cover, we will proceed to order a proof-copy for review. We ask that our Authors sign proof releases during various stages of production. For example, we ask that you sign a proof release form after the forensic edit, which provides written documentation that you are happy for no more changes to be made – this is the same with the book cover.
- **We order two bound physical proof copies:** one for you, and one for our team. This is to ensure that we are both happy with how the book looks, feels, and reads before we proceed to print and post-production. Receiving your bound proof copy can take up to 2 weeks from date of order, as we deal with printer schedules, setting up of plates, and delivery couriers.

Post-production Procedure:

- Post-production begins the process of **Marketing and Distribution**.
- This process can sometimes start earlier during production, as we can **list your title for pre-order** when we receive a final book cover – a book cover and a blurb is all we need to go live for pre-order! This means that sometimes, marketing can begin *during* the production process.
- When uploading your title for pre-order, we will discuss and confirm with you the RRP. Our recommended RRP is shown on your estimated distribution document, which you receive with your cost estimate pre-production, and it is calculated by your book specification and the current market. However, *you* get to choose the RRP.
- Our marketing department create a **bespoke marketing strategy** for you to follow through on, unique to each Author, that includes an abundance of event ideas/creators to contact/local bookshops to reach out to/template emails, delivery notes, invoices - everything you need to be prepared for your Author journey.
- **As your publishers, we are committed to encouraging and supporting your title, therefore in tandem, here's what we will do, following the marketing strategy in partnership:**
 - **Author Q&A blog post** – featured on our website and all social media channels.
 - **Book Cover Sneak Peak**
 - **Book Cover Reveal**
 - **Creation of an Author website page** – this will include your Author Bio, Author Photo, Book Title, Book Cover, Blurb, RRP, Bibliographic data, Linked Social Media Channels, Where to Buy links, Reviews, promotional images, and videos if applicable. We create a hub and platform for everything related to you and your book.
 - **Pre-Order Announcement** – shared to all social media channels.
 - **Publication Day/Book Launch** – advert post shared to all social media channels.
 - **Press release** - submitted to a national database, including TV, radio, and print publications.
 - We share any marketing you are doing to our own social media channels and encourage our community of Authors to interact with you.
 - **Guest spot on our Podcast** – post-publication.
 - Take and advertise your book to all events/bookfairs we attend.
 - Continue to re-share and post about your book, (whether through feed posts or stories,) after publication to all social media channels.

- A successful book requires a partnership. A **passionate** and **pro-active** Author alongside Partnership Publishing means that marketing is required to be carried out by yourself as well as ourselves. People are interested in *you*, the Author – the story behind the story. Whether this is on social media, or through Author events, we have a wealth of experience that means we can support you every step of the way.

Distribution:

- As part of our Publishing Package, we ensure your book is available for **Online Global Distribution**. This means your book will be widely available for customers to purchase via online retailers such as Amazon and Waterstones and be delivered all around the world.
- We supply your book title data to our distributors and wholesalers enabling your book to be listed by many online retailers, including but not limited to Amazon and Waterstones. Usually, retailers will accept a discount between 35% - 60%. We set the retailer discount at 35% and see how many retailers decide to list your book. We then have communication with you every 90 days to see if you are happy with the amount of online book listings of your title and to see if the retailer discount is okay. Please remember, the majority of customers will find your book via retailers we both recommend people to – this is covered in our marketing strategy.
- You will receive a **Sales Performance Report** every 90 days, showing a breakdown of sales by retailer, country, and month, with a payment schedule so you know when to expect any monies due from potential sales.
- We send a **legal copy of your book to the British Library**, so they have your book in their archives.
- At estimate stage, you will receive your example distribution costs based on your book specification. This document provides a breakdown of your Author payment due for every book sold via online retailers – e.g., Amazon and Waterstones.
- Any online orders will be fulfilled and monitored by Partnership Publishing, ensuring smooth running. All online orders are fulfilled with copies printed on order (paid for by the customer) and are separate to the physical copies you paid for as part of your publishing package.

The Global Distribution Orders are direct book sales from online retailers e.g., Amazon and Waterstones – printed on order, **sustainably**, using **vegetable inks**, on **fsc accredited paper** - minimising the books carbon footprint. These book sales are in addition to any physical copies sold from a physical print run you receive as Author as part of your publishing package.

You can then see from re-prints how a return on your investment becomes possible!

Reprints:

- When you order a reprint of your title, we have a duty of care to quality control all copies, as with any print order.
- Receiving your new copies can take up to 2 weeks from date of order, as we deal with printer schedules, setting up of plates, and delivery couriers.

Since beginning our journey in 2003 as Daisa Original Designs Ltd, the company has expanded and developed into one of the major independent publishing houses in Yorkshire & Lincolnshire.

We are an award-winning team championing the publishing industry efforts to ‘going green’. We are a spirited company and therefore we are mindful of our carbon footprint – choosing to partner with Ecologi has seen us become a Climate Positive Workforce, we offset all of our carbon emissions and work with other companies that do the same.

We look forward to creating a very full and positive working relationship with you and hope to welcome you into the Partnership Publishing Community of Authors.

To contact the team please email hello@partnershippublishing.co.uk or call **01652 661881**.

Thank you for your business,

The Partnership Publishing Team

