

## KATRINA'SWORKS GUIDELINES

**These are the guidelines concerning services provided by Katrina'sWorks Publishing:**

### **SERVICES WE WILL AND DO PROVIDE:**

- Custom Book Cover Design – eBook and/or Paperback
- **One (1)** Manuscript Editing - Any revisions **after** edit is responsibility of the author.
- Manuscript Formatting – eBook and Paperback
- ISBN Number for Paperbacks- This unique number is required in order to print paperbacks and belongs to the author
- Dedicated Author Pages – Facebook, Author Database, Amazon.com, Katrina'sWorks website
- Book Trailers – Internet commercials for your book release, to be used on websites, YouTube, author pages, social media, etc.
- Paperback proof copy – Sample book author receives before printing
- Book Release Advertisement on Facebook, Twitter, and Katrina'sWorks Website
- Submit Manuscript to Printer
- Ensure that Author's book is available for sell via **Amazon.com**.

### **SERVICES WE DO NOT PROVIDE:**

- We do **NOT** provide Copies of your completed book for sell. Authors are responsible for ordering copies of their book to be sold outside of Amazon.com. These are ordered directly from the printer at print cost and not sell price.
- We do **NOT** sell your books for you. This is the author's responsibility.
- We do **NOT** provide **Royalties** from books sold on Amazon.com or any other entity that may sell your book. During the publishing process, you will set up an account to be paid directly from seller/distributor, which is **Amazon.com**.
- We do **NOT** Sell Author's books in our book store. Selling your books outside of the fore mentioned outlets is your responsibility. (This may change in the future.)
- We do **NOT** commission book signings. This is the author's responsibility.

- Illustrations/Photos for Children’s Books/Recipe Books **MUST BE COMPLETED** before submission for publishing. (Illustration services are not included in publishing packages, but we do partner with an independent illustration specialist)

**REQUIREMENTS**

- Service Agreement **MUST** be completed, signed and returned before project begins.
- Publishing package **MUST** be purchased **BEFORE** project begins.
- ALL documents that are to be included in the book **MUST** be digitally accessible via Dropbox, email or flash drive. These documents include: Manuscript, Author Bio, Synopsis (book description), Foreword, Dedication etc. **Handwritten manuscripts will require an extra fee to convert to digital format. (See price list)**
- Manuscripts and **ALL** included documents **MUST** be **COMPLETE** and ready for editing and/or formatting before submitting to Katrina’sWorks.
- Book cover ideas and photos (including author photo if applicable) to be used, **MUST** be submitted and in writing at the beginning of the project.
- Photos need to be at least 300dpi for clarity. FYI: Color photos, (**Not recommended**), if used in the manuscript (book), will increase the printing cost per book. This would mean sell price should increase accordingly for profit. (**This does not include color cover photos**)
- Special requests **MUST** be in writing and submitted at the beginning of the project.
- **CONTRACT IS FULFILLED ONCE THE PROOF COPY HAS BEEN APPROVED AND FINAL DRAFT SUBMITTED. ANY CHANGES THEREAFTER WILL BE AT AN ADDITIONAL FEE OF NO LESS THAN \$100 AND NO MORE THAN \$300 AND ONLY IF AGREED UPON BY PUBLISHER.**

**Katrinaworks.com**

