

# Client Services Agreement



May 2024

PEGGYLEE HANSON

## GENERAL TERMS

<b>Project Name:</b>	Courage Under Siege, 2024 Volume 7 Edition
<b>Date of project:</b>	Spring-Fall 2024
<b>Scope of project:</b>	Create and produce eBook and print versions for Amazon.com, and audiobook via Audibel.com, at minimum. At most, eBook distribution via Smashwords or D2D (Draft2Digital) to include Nook and iBook.

## BOOK FORMAT

FRONT MATTER SECTIONS	PARTY RESPONSIBLE
<ul style="list-style-type: none"> <li>Cover (Front and Back)</li> <li>Copyright and Publishing Info</li> <li>Table of Contents</li> <li>Introduction</li> <li>Testimonials (if applicable)</li> <li>Acknowledgments</li> <li>Foreword <i>(by a respected colleague of PeggyLee’s)</i></li> </ul>	PeggyLee
BODY/CHAPTER SECTIONS	PARTY RESPONSIBLE
10 Chapters – approximately 30,000-45,000 words in total	Individual Authors
BACK SECTIONS	PARTY RESPONSIBLE
<ul style="list-style-type: none"> <li>Epilogue/Synopsis (if applicable)</li> <li>About the Publisher (authors will have bios displayed at end of chapter)</li> </ul>	PeggyLee / Authors

## BOOK PRODUCTION, PUBLISHING PHASES, TIMELINE (example)

June 2024						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	31	01	02
03	04 <i>Group - Welcome &amp; Intro + Q&amp;A</i>	05 <i>Writing</i>	06 <i>Writing</i>	07 <i>Writing</i>	08 <i>Writing</i>	09 <i>Writing</i>
10 <i>Writing</i>	11 <i>Group - Let's Talk: Things to Get Your Writing Done! + Q&amp;A</i>	12 <i>Writing</i>	13 <i>Writing</i>	14 <i>Writing</i>	15 <i>Writing</i>	16 <i>Writing</i>
17 <i>Writing</i>	18 <i>Group - Kick the Middle to the Curb! + Q&amp;A</i>	19 <i>Writing</i>	20 <i>Writing</i>	21 <i>Writing</i>	22 <i>Writing</i>	23 <i>Writing</i>
24 <i>Writing</i>	25 <i>Group - Let's Talk: Transferring Your Writing + Q&amp;A</i>	26 <i>Writing</i>	27 <i>Writing</i>	28 <i>Writing</i>	29 <i>Writing</i>	30 <i>Writing</i>
01	02	<b>Notes:</b> One night Live Stream for 7 Author Training & Support 10-11:30 AM Eastern Time / 11:30 AM Pacific Time Check for Q&A, Q&A, Q&A, Q&A, Q&A, Q&A, Q&A Sunday, 7:30-8:00 PM EST Specials: 10:00 AM - 11:00 AM				

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July 2024						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
01 <i>Writing</i>	02 <i>Group - Let's Apply Your Accountability! + Q&amp;A</i> <i>Writing</i>	03 <i>Deadline</i> <i>Submit Chapter</i> <i>Editing</i>	04 <i>Video</i> <i>Video/Advice Day</i>	05 <i>Editing</i>	06 <i>Editing</i>	07 <i>Editing</i>
08 <i>Editing</i>	09 <i>Group - Let's Talk: Making Money with This Book! + Q&amp;A</i> <i>Editing</i>	10 <i>Editing</i>	11 <i>Editing</i>	12 <i>Editing</i>	13 <i>Editing</i>	14 <i>Editing</i>
15 <i>Editing</i>	16 <i>Group - Let's Talk: Making Money with This Book! + Q&amp;A</i> <i>Editing</i>	17 <i>Editing</i>	18 <i>Editing</i>	19 <i>Editing</i>	20 <i>Editing</i>	21 <i>Editing</i>
22 <i>Editing</i>	23 <b>No Meeting</b>	24 <i>Editing</i> <i>Video/Advice Day</i>	25 <i>Editing</i> <i>Video/Advice Day</i>	26 <i>Editing</i> <i>Video/Advice Day</i>	27 <i>Editing</i> <i>Video/Advice Day</i>	28 <i>Editing</i> <i>Video/Advice Day</i>
29 <i>Editing</i> <i>Video/Advice Day</i>	30 <i>Group - Best Practices to Record Your Chapter! + Q&amp;A</i> <i>Editing</i>	31 <i>Editing</i>	01	02	03	04
05	06	<b>Notes:</b> Courage Under Siege Volume 7 Author Training & Support 10-11:30 AM Eastern Time / 11:30 AM Pacific Time Check for Q&A, Q&A, Q&A, Q&A, Q&A, Q&A, Q&A Sunday, 7:30-8:00 PM EST Specials: 10:00 AM - 11:00 AM				

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## **PAYMENT, CONTRACT & OTHER INFORMATION (continued)**

CLIENT also understands that their story is to be set chronologically of when the program payment is received in full.

With regards to the payment schedule, if the multi-pay option is selected, monthly payments are due the same day of each month as the first installment payment date. In the event subsequent payment cannot be rendered, CLIENT will inform DEVELOPER five (5) calendar days prior to when payment is due.

This contract is a flexible agreement between DEVELOPER and CLIENT. Changes to the delivery or payment schedule, terms, or any unforeseen circumstances during the project will be taken into consideration, should they occur. A resolution will be discussed and mutually agreed upon before any action is applied.

## **CANCELLATION FEES & PROJECT POLICY**

If either party cancels the project, for any reason, a resolution will be discussed. An agreement will be reached to satisfy both CLIENT and DEVELOPER.

## **RIGHTS, COPYRIGHT & OWNERSHIP**

**The chapter submission and author profile materials** created during the development of this project by CLIENT will become and are the sole proprietorship of CLIENT. No CLIENT will use any part of another client's submission without prior permission. However, CLIENT immediately gives DEVELOPER permission to use excerpts at will for the purpose of marketing and promotional efforts.

**The book copyright in its entire entity** is assigned to DEVELOPER. DEVELOPER will also retain files for the sole purpose of back-up and not for public distribution or use on a project for another client.

## **CLIENT RESPONSIBILITIES**

CLIENT agrees to:

- 1) Be present each week during training calls. If unable to attend, CLIENT will notify DEVELOPER of absence.
- 2) Open and read emails sent during production of this book, as they may contain important project information.
- 3) Participate in collaboration with marketing and promotional efforts.
- 4) Be of support and encouragement for the other anthology authors within this book.
- 5) Meet material submission requirements and deadlines.
- 6) Be willing to try methods foreign or new, such as Facebook Livestream, Zoom video conference meetings, and other social mediums.

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- 7) Offer any assistance to FREELANCER in the form of editing, cover creation, proofing, any task to ensure the highest quality product.

## DEVELOPER RESPONSIBILITIES

DEVELOPER agrees to:

- 1) Be on schedule pertaining to:
  - a. meeting times and duration
  - b. deadlines
- 2) Be respectful of you and your work.
- 3) Coach you through any uncertainty with your writing.
- 4) Keep you on track to meet submission deadlines.
- 5) Support you in every manner.
- 6) Keep you informed with up-to-the-minute information as warranted.
- 7) Produce a high-quality product.
- 8) Make the process fun and as stress-free as possible.
- 9) Teach you by example how to publish your own book.
- 10) Do her finest to help you reach #1 BestSeller status on Amazon.

## AGREEMENT ACKNOWLEDGMENT

By entering this business relationship through financial remittance, CLIENT agrees to the terms herein.