



## **OFFICIAL AUTHOR–PUBLISHER AGREEMENT**

Purpose Driven Publishers (PDP)

105 Rochard Douglas Road, Barrackpore, Trinidad & Tobago

WhatsApp: (868) 328-4751

Email: [info@purposedrivenpublishers.com](mailto:info@purposedrivenpublishers.com)

Website: [www.purposedrivenpublishers.com](http://www.purposedrivenpublishers.com)

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### **1. PURPOSE OF AGREEMENT**

This Agreement is entered into between Purpose Driven Publishers (PDP) and the Author for the publishing of the Author’s book (the “Work”) in print format only.

The Author engages PDP to design, prepare, format, and publish the Work under the PDP imprint in accordance with the terms outlined herein.

This Agreement applies exclusively to print publishing and does not include eBook or digital publication unless separately contracted in writing.

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### **2. OWNERSHIP & COPYRIGHT**

The Author retains full and permanent copyright ownership of all manuscript content.

Nothing in this Agreement shall be interpreted as a transfer of copyright ownership to Purpose Driven Publishers (PDP).

PDP retains ownership of all design, formatting, layout structure, cover design, metadata configuration, and production files created for the PDP-published edition.

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### **3. AUTHOR RESPONSIBILITIES**

The Author agrees to:

- Submit a final typed manuscript (Word or PDF)
- Ensure content is original and lawful
- Provide legally owned or licensed images
- Review and approve proofs within five (5) business days
- Make all payments on schedule
- Respond promptly to revision requests

PDP does not provide developmental or substantive editing unless contracted separately.

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## **4. LEGAL RIGHTS, EDITION RIGHTS & REPRODUCTION**

The Author grants Purpose Driven Publishers (PDP) a non-exclusive license to prepare, format, print, list, and distribute the Work under the Purpose Driven Publishers imprint through approved print-on-demand and retail platforms.

This license does not transfer copyright ownership. The Author retains full ownership of the manuscript and intellectual property contained within the Work.

### **4.1 PDP-Published Edition**

The edition published under the Purpose Driven Publishers imprint shall constitute the official PDP edition of the Work and includes:

- Assigned ISBN
- Interior formatting and layout prepared by PDP
- Cover design and print-ready configuration
- Metadata preparation and distribution setup
- Publisher imprint identification

This edition represents the official publication prepared and distributed by Purpose Driven Publishers.

### **4.2 Production Files & Design Rights**

All interior layout files, cover design files, production configuration files, and formatting structures created by Purpose Driven Publishers remain the intellectual property of Purpose Driven Publishers (PDP).

The Author will receive final print-ready PDF copies of the interior and cover for personal records, author proofing, and approved promotional purposes.

### **4.3 Author Freedom, Printing Rights & File Use**

The Author retains full freedom to print copies of their book using the final print-ready interior and cover files provided by Purpose Driven Publishers.

The Author may print copies locally or internationally for personal use, ministry distribution, or resale and is not restricted to printing exclusively with Purpose Driven Publishers.

Purpose Driven Publishers (PDP) provides these files for printing purposes only.

The design, formatting, and production structure created by PDP remain the intellectual property of Purpose Driven Publishers.

The Author may not upload, distribute, or publish the PDP-produced files through another publishing platform, publisher, or distribution system without prior written consent from PDP.

If the Author chooses to publish the Work independently or through another publisher or platform, a new edition must be created using a new ISBN, new imprint, and newly prepared production files.

#### **4.4 Reproduction Restrictions**

The PDP-published edition may not be uploaded, listed, distributed, or published through another publishing platform, publisher, or distribution system using the PDP ISBN, imprint, formatting, or production files without written authorization from PDP.

If the Author republishes the Work independently or through another publisher, a new edition must be created using:

- A new ISBN
- A new publisher imprint
- Newly prepared interior and cover files for the new edition, unless otherwise authorized in writing by PDP

#### **4.5 Cancellation of Permission**

The Author may cancel publishing permission through written notice (Email or WhatsApp). Upon cancellation:

1. PDP will request removal of the Work from publishing platforms
2. PDP will cease further production or distribution
3. Outstanding fees remain payable

Platform removal timelines are subject to third-party processing.

#### **4.6 Publisher Protection**

Purpose Driven Publishers reserves the right to remove listings with written notice in cases of:

- Contract breach
- Legal or reputational risk
- Platform policy violations
- Failure to meet contractual obligations

PDP is not liable for third-party platform delays and is not responsible for royalties earned prior to listing removal processing.

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## **5. ISBN & PUBLISHER IMPRINT**

Purpose Driven Publishers assigns the ISBN under the Purpose Driven Publishers imprint.

The assigned ISBN remains the property of Purpose Driven Publishers and may not be transferred, reused, or applied to another publisher, printer, platform, or edition without written permission from PDP.

ISBN applications are submitted after final publication details are approved by the Author.

The Publisher shall apply for ISBN issuance through the appropriate authority. Processing times are outside the Publisher's control.

Delays in ISBN issuance do not constitute breach of this Agreement.

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## **6. AUTHOR WARRANTIES & CONTENT RESPONSIBILITY**

The Author represents and warrants that the Work submitted for publication is the original creation of the Author and that the Author has full legal authority to grant publishing permission to Purpose Driven Publishers.

The Author further warrants that the Work:

- Does not infringe upon any copyright, trademark, or intellectual property rights of any third party
- Does not contain plagiarized material
- Does not contain unlawful, defamatory, or libelous statements
- Does not violate privacy rights or applicable laws

Where third-party content is included (such as quotations, images, lyrics, or copyrighted material), the Author confirms that proper permission has been obtained or that the material is legally permitted for use.

The Author assumes full legal responsibility for the content of the Work.

Purpose Driven Publishers acts as the publishing service provider and does not assume legal responsibility for claims arising from the Author's content.

If any legal claim, dispute, or copyright complaint arises relating to the content of the Work, the Author agrees to indemnify and hold harmless Purpose Driven Publishers from any liability, legal costs, or damages arising from such claims.

PDP reserves the right to suspend production, delay publication, or remove the Work from distribution if credible legal concerns arise regarding the content.

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## **7. PAYMENT TERMS & NON-REFUNDABLE SERVICES**

The Author agrees to the payment structure outlined in the selected publishing package or invoice.

All payments made toward publishing services are non-refundable once production work has commenced. Production work includes, but is not limited to:

- Manuscript preparation and editorial work
- Interior formatting and layout
- Cover design preparation
- ISBN application and metadata preparation
- Publishing setup and file preparation

If the Author chooses to discontinue the project after production has begun, the Author acknowledges that the work performed by Purpose Driven Publishers constitutes completed professional services, and payments already made shall not be refunded.

If the Author cancels the project before production work has commenced, PDP may, at its discretion, refund payments minus administrative or processing costs.

Outstanding balances remain payable for work already completed or in progress. Purpose Driven Publishers reserves the right to pause or terminate work on the project if scheduled payments are not made according to the agreed payment plan.

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## **8. ACTIVE PROJECT EXCLUSIVITY**

During the active production period of the Work under this Agreement, the Author agrees not to submit, publish, or authorize publication of the same Work or substantially similar version of the Work with another publisher, printer, or publishing service.

This exclusivity applies only during the active production period while Purpose Driven Publishers is preparing, formatting, and publishing the Work.

Upon completion of the PDP-published edition or formal cancellation of this Agreement, the Author remains free to publish a new edition of the Work elsewhere in accordance with the reproduction and ISBN provisions outlined in this Agreement.

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## **9. MARKETING & PROMOTIONAL USE**

The Author grants Purpose Driven Publishers permission to use the book title, author name, book cover design, and images of the published Work for promotional, marketing, portfolio, and advertising purposes related to the services of Purpose Driven Publishers.

Such promotional use may include, but is not limited to:

- Publisher website listings
- Social media promotion
- Advertising materials
- Portfolio or publishing catalog displays
- Sample publishing demonstrations
- Educational or informational presentations about publishing services

This permission is granted without additional compensation to the Author and is limited solely to promotional purposes related to the activities of Purpose Driven Publishers.

Ownership of the Work and its underlying content remains with the Author.

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## **10. DISTRIBUTION & ROYALTIES**

### **1. Distribution**

The Book shall be published in print format under the PDP imprint and prepared for distribution through PDP's selected print partner. The primary international retail channel shall be Amazon (print edition).

PDP manages listing setup and metadata submission but does not guarantee sales volume, ranking, placement, or retailer approval.

## **2. Royalties**

Royalties from Amazon.com sales shall be calculated based on net proceeds (gross revenue less printing costs, platform fees, taxes, refunds, returns, and applicable charges).

Royalty Split:

75% to the Author

25% to Purpose Driven Publishers

Royalty reporting shall be issued quarterly.

Royalty payments shall be made within thirty (30) days after the close of each quarter, provided funds have been received and cleared.

Minimum payout threshold: USD \$50. Amounts below this threshold roll over to the next reporting period.

Payments shall be calculated and transferred in USD (or local equivalent at prevailing exchange rate), less applicable bank transfer fees.

PDP is not responsible for delays, withholding, currency conversion fluctuations, tax deductions, account reviews, or payment policies imposed by third-party platforms.

Either Party may request listing removal with written notice.

## **3. Platform Administration**

Purpose Driven Publishers shall retain full administrative control of the publishing platform accounts used to distribute the PDP-published edition of the Work.

Alternative publishing arrangements, including author-managed platform publishing, may be discussed upon request.

The Author acknowledges that listings created under the Purpose Driven Publishers imprint are managed through the Publisher's publishing system and accounts.

Control of these accounts shall not transfer to the Author. If the Author wishes to independently publish the Work on their own platform accounts, a new edition must be created in accordance with the reproduction and ISBN provisions of this Agreement.

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## **11. REVISIONS**

- Two (2) revision rounds included (unless otherwise stated in selected package)
- Major revisions require a new quote

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## **12. LIABILITY & INDEMNITY**

The Author assumes full legal responsibility for all content and agrees to indemnify PDP against all claims arising from the Work.

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## **13. CANCELLATION POLICY**

- Down payment is non-refundable
  - Work completed must be paid for
  - Projects inactive for 30+ days may be placed on hold
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## **14. PRODUCTION COMMENCEMENT & TIMELINE**

Production shall commence upon:

- Receipt of the required deposit
- Submission of the final manuscript

The estimated production and publishing timeline is approximately forty-five (45) business days from production commencement.

ISBN processing may occur concurrently during the production process.

Final publication release and print activation occur only after:

- Full balance payment
- Final proof approval
- ISBN confirmation

Delays caused by the Author or third parties automatically extend the timeline.

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## **15. PRINT ON DEMAND**

PDP facilitates print-on-demand ordering and fulfillment through approved third-party print partners.

Full payment is required before any print release.

PDP is not responsible for production schedules, shipping timelines, customs delays, or fulfillment policies of third-party providers.

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## **16. PAYMENT TERMS**

A deposit is required to commence production. The remaining balance must be paid prior to final print approval or release (whichever comes first).

No printing, publication release, or distribution activation occurs without full payment.

Payment Methods: • Cash • Bank Transfer • Credit/Debit Card

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## **17. ELECTRONIC ACCEPTANCE**

This Agreement may be accepted electronically via website, email or WhatsApp confirmation and shall carry the same legal effect as a handwritten signature.

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