OFFICIAL

AUTHOR–PUBLISHER

AGREEMENT

Purpose Driven Publishers (PDP)

105 Rochard Douglas Road, Barrackpore, Trinidad & Tobago

WhatsApp: (868) 328-4751

Email: info@purposedrivenpublishers.com

Website: www.purposedrivenpublishers.com

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"), primarily in **print format** and, where expressly included, in Kindle eBook format. 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 primarily to **print** publishing. *Kindle eBook* publication is included only where expressly stated in the Author's selected publishing package, invoice, or separate written agreement and shall be governed by Clause 11.1. No other eBook or digital publication is included unless separately contracted in writing.

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.

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.

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 under the Purpose Driven Publishers imprint and shall be distributed in accordance with the distribution option selected by the Author under **Clause 11.**

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, approved promotional purposes, and the printing rights expressly granted under Clause 4.3.

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 provides these files for the uses expressly permitted under this Agreement, including physical printing under Clause 4.3. The files may not otherwise be uploaded, distributed, republished, or used through another publishing platform, publisher, or distribution system except as expressly authorized under this Agreement, including Clause 10.4.

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.

The printing and file-use rights granted to the Author under this Clause shall become fully effective only after all amounts due to Purpose Driven Publishers for the publishing project have been paid in full. While any balance remains outstanding, the Author shall not use the final print-ready interior, cover, or other PDP-produced files for printing, reproduction, distribution, publication, or commercial use, whether independently or through any third party.

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 **print edition** independently or through another publisher, a new print 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 or for continued sales occurring while a listing removal request is being processed. However, any royalties actually received and cleared by PDP from such sales shall be accounted for and distributed in accordance with the applicable royalty provisions of this Agreement.

5. ISBN & PUBLISHER IMPRINT

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

The assigned ISBN remains associated with and under the control of Purpose Driven Publishers for the PDP-published edition and may not be transferred, reused, or applied to another publisher, publishing platform, or new edition without written permission from PDP. This restriction does not prevent the Author from using a local or international printer solely to manufacture physical copies of the existing PDP-published edition as expressly permitted under Clause 4.3.

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.

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.

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 nonrefundable 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.

7.1 Payment Options

We offer several secure and convenient payment methods.

- **Bank Transfer** *(No Processing Fee)*

- **Credit/Debit Card via Fygaro** *(A card processing fee applies.)*
- **International Wire Transfer** *(The sender is responsible for all bank charges.)*
- **Western Union** *(The sender is responsible for all transfer charges.)*

Purpose Driven Publishers is committed to complete transparency. The Author will always be informed of the total amount payable before any payment is made.

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.

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.

10. DISTRIBUTION & ROYALTIES

1. Distribution

Where Option A — PDP-Managed Distribution is selected, 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

The following royalty provisions apply only to Option A — PDP-Managed Distribution.

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

Where Option A — PDP-Managed Distribution is selected, Purpose Driven Publishers shall retain full administrative control of the publishing platform accounts used to distribute the PDP-published edition.

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.

Where Option B — Author-Managed Distribution is selected, the Author shall retain administrative control of the Author's own publishing platform account in accordance with Clause 11.

4. Publisher Continuity, Succession & Author Protection

This provision applies to all PDP-published editions. References in this Clause to succession or administration of PDP-controlled publishing accounts, payment accounts, royalties, and author-copy arrangements apply specifically to books published under Option A — PDP-Managed Distribution. Authors who selected Option B — Author-Managed Distribution retain control of their own publishing platform accounts and royalties in accordance with Clause 11.

If Purpose Driven Publishers permanently ceases operations, or if the Publisher dies or becomes permanently unable to manage the PDP publishing operation, an authorized successor or lawful representative may continue administering PDP-published books, royalties, author-copy arrangements, and publishing records, subject to the policies and requirements of the applicable publishing

platforms, payment providers, financial institutions, and governing law.

Where an authorized successor assumes responsibility for the PDP publishing operation, the existing PDP-published edition may continue to be managed under the terms of this Agreement.

If no authorized successor assumes responsibility within ninety (90) days of such permanent cessation or inability, the Author shall retain the *following continuity rights*:

a. Continued Printing of the Existing PDP Edition

The Author may continue to print copies of the existing PDP-published edition locally or internationally using the final print-ready interior and cover files previously supplied by PDP, in accordance with Clause 4.3, for personal use, ministry distribution, or resale. The existing PDP ISBN, imprint, cover, and interior may remain on copies manufactured solely as reproductions of the existing PDP edition.

b. Independent Republication

For the sole purpose of ensuring continuity of the Author's Work following such permanent cessation or inability, this Agreement shall constitute PDP's advance written authorization for the Author to use and modify the final PDP-produced interior and cover files solely for the preparation of a new independent edition.

The resulting new edition must use a new ISBN and a new publisher imprint. All PDP ISBNs, barcodes, logos, and publisher identification must be removed or replaced.

The newly exported interior and cover files shall constitute the production files of the new edition.

The new edition must not be represented as having been published by Purpose Driven Publishers unless PDP or an authorized successor remains the publisher.

c. Royalties Owed to the Author

Any royalties received and cleared by PDP prior to the continuity event shall remain payable to the Author in accordance with the royalty provisions of this Agreement. Any subsequent royalties actually received and made legally accessible to an authorized successor, lawful representative, estate representative, or other lawful administrator of the relevant publishing or payment accounts shall be accounted for and paid according to the royalty arrangement applicable to the PDP-published edition, subject to applicable platform, banking, estate, tax, and legal requirements. Royalties generated by any new independent edition published through the Author's own account shall belong to the Author and shall not be subject to the PDP royalty split under Clause 10.2.

d. Third-Party Accounts and Platforms

Nothing in this provision shall require Amazon KDP, any bank, payment processor, financial institution, or other third-party service to transfer ownership, provide access to, or maintain any account contrary to its policies or applicable law. PDP does not guarantee uninterrupted platform access or royalty processing during any lawful succession or estate-administration period.

e. Protection of the Author's Work

The purpose of this provision is to ensure that the Author's book may continue to be printed, distributed, or independently republished even if Purpose Driven Publishers is permanently unable to continue managing the original PDP-published edition.

11. DISTRIBUTION OPTION SELECTION

The Author acknowledges that Purpose Driven Publishers offers two distribution models. The Author must select ONE option below:

☐ **OPTION A** – PDP-MANAGED DISTRIBUTION

The Book will be uploaded and managed through

Purpose Driven Publishers' publishing platform and accounts. Royalties shall be distributed in accordance with the royalty provisions set forth in this Agreement.

☐ **OPTION B** – AUTHOR-MANAGED DISTRIBUTION

The Book will be prepared by Purpose Driven Publishers and provided to the Author for upload through the

Author's own publishing platform account (including Amazon KDP). The Author shall retain full control of the publishing account and shall receive one hundred percent (100%) of royalties generated through that account, subject to platform policies and fees. **Important:** Your selection determines how your book will be distributed and how royalties will be paid. This selection becomes part of the Author–Publisher Agreement.

11.1 KINDLE eBOOK PUBLICATION

Kindle eBook publication is optional and shall apply only where expressly included in the Author's selected publishing package, invoice, or other written agreement with Purpose Driven Publishers.

Where Option A — PDP-Managed Distribution is selected and Kindle publication is included, Purpose Driven Publishers may prepare, upload, publish, and administer the Kindle eBook edition through PDP's Amazon KDP publishing account. Net Kindle royalties actually received by PDP, after applicable Amazon platform fees, digital delivery charges, taxes, refunds, and other applicable deductions, shall be distributed according to the same 75% Author / 25% PDP royalty split, reporting schedule, and payment provisions stated in Clause 10.2.

Where Option B — Author-Managed Distribution is selected and Kindle publication is included, Purpose Driven Publishers may prepare the Kindle-ready digital file and provide it to the Author

for upload through the Author's own Amazon KDP account. The Author shall retain full administrative control of that account and shall receive one hundred percent (100%) of royalties generated through the Author's account, subject to Amazon's applicable policies, fees, and charges.

The Kindle eBook constitutes a separate digital format from the print edition. The ISBN assigned by Purpose Driven Publishers under Clause 5 applies to the print edition and shall not be used as the Kindle eBook identifier. Where Amazon KDP does not require an ISBN for the Kindle edition, Amazon may assign its own Amazon Standard Identification Number (ASIN). If a separate eBook ISBN is used, it must be assigned specifically to the eBook edition.

Purpose Driven Publishers shall not enroll a Kindle eBook in KDP Select or Kindle Unlimited without the Author's prior written authorization.

Kindle Continuity & Succession

The continuity and succession provisions contained in Clause 10.4 shall also apply, where relevant, to any Kindle eBook edition managed by Purpose Driven Publishers under Option A — PDP-Managed Distribution.

If Purpose Driven Publishers permanently ceases operations, or if the Publisher dies or becomes permanently unable to manage the PDP publishing operation, an authorized successor or lawful representative may continue administering the Kindle eBook edition, royalties, publishing records, and related platform matters, subject to Amazon KDP policies and applicable law.

If no authorized successor assumes responsibility within ninety (90) days, the Author shall have the right to publish or republish the Kindle eBook independently through the Author's own Amazon KDP account or another authorized digital publishing platform.

For such independent Kindle publication, the Author may use and modify the final Kindle-ready digital files prepared by PDP solely for the purpose of continuing publication of the Work. The independently published Kindle edition shall be managed entirely through the Author's own publishing account and shall receive its own platform identification, including a new Amazon Standard Identification Number (ASIN) where assigned by Amazon.

The PDP ISBN assigned to the print edition shall not be transferred to or used for the independently published Kindle edition.

Any royalties received and cleared through PDP before the continuity event, or subsequently made legally accessible to an authorized successor or lawful representative, shall be handled in accordance with Clause 10.4(c).

Once the Author publishes the Kindle edition independently through the Author's own account, all royalties generated by that independent Kindle edition shall belong entirely to the Author and shall no longer be subject to the PDP royalty split.

For authors who selected Option B — Author-Managed Distribution, the Author already retains control of the Author's own publishing platform account and Kindle royalties, so no transfer of PDP platform administration is required.

12. REVISIONS & AUTHOR REVISION POLICY

Two (2) revision rounds are included unless otherwise stated in the Author's selected publishing package.

The Author is responsible for submitting a complete and substantially finalized manuscript before editorial and production work begins.

Once editorial work has commenced, if the Author wishes to make major revisions to a chapter or section that has already been edited, the revised chapter or section must be resubmitted in its entirety and shall become the new master copy for that portion of the manuscript.

Purpose Driven Publishers (PDP) will not reconstruct previously edited chapters from fragmented revisions, multiple replacement passages, partial instructions, or incomplete editorial directions. This requirement is intended to protect the accuracy and integrity of the

Author's manuscript and to prevent conflicting versions from being introduced during production.

Minor corrections and reasonable amendments may be accommodated within the included revision rounds. However, major revisions, substantial rewriting, or revisions requiring significant additional editorial or formatting work may require a new quote.

Repeated or extensive manuscript revisions after editorial or production work has commenced may require an extension of the production schedule and may be subject to additional editorial or production fees. Any additional fees shall be communicated to the Author before the additional work is undertaken.

13. LIABILITY & INDEMNITY

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

14. CANCELLATION POLICY

- Payments are non-refundable once production work has commenced, in accordance with Clause 7.
- Where cancellation occurs before production work has commenced, any refund shall be entirely at PDP's discretion and

may be reduced by administrative or processing costs.

• Work already completed or in progress must be paid for.

• Projects inactive for thirty (30) days or more may be placed on hold.

15. 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 print 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.

16. PRINT ON DEMAND

Where printing, print-on-demand ordering, or fulfillment is arranged through Purpose Driven Publishers, PDP facilitates such services through approved third-party print partners. Full payment of all amounts due to PDP for the applicable order or publishing project is required before PDP authorizes or initiates such print release.

17. PAYMENT TERMS

A deposit is required to commence production in accordance with Clause 7. Any remaining balance must be paid before final publication release, print activation, or distribution activation. No final publication release, PDP-arranged printing, or distribution activation shall occur while amounts due under the publishing project remain outstanding.

Payment methods accepted by PDP may include Cash, Bank Transfer, Credit/Debit Card, International Wire Transfer, Western Union, or other methods approved by PDP. Applicable third-party processing or transfer charges remain the responsibility of the Author unless otherwise stated.

18. ELECTRONIC ACCEPTANCE

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