Publishing Assistance Service Agreement

Author-owned project | Agreed $800 publishing assistance package

Crowned With Purpose (CWP), through Reta Wilson, and the author identified below agree to the completed publishing assistance scope. This is an unsigned review template. Confirm all project details and included services in writing before payment or work begins. A website portfolio illustrates prior work; it does not promise that every illustrated service is included in this package.

Author and manuscript

Provider legal entity name:

_____

Author full legal name and contact email:

_____

Book title working title manuscript version and file date:

_____

Language approximate word count and agreed maximum length:

_____

Exact scope for this project

Discuss editing, interior formatting, cover design or refinement, publication-file preparation, and upload guidance with Reta. List only the services actually included, final file formats, print or ebook editions, platform, and deliverables. Do not assume full developmental editing, proofreading, new cover artwork, translation, marketing, distribution, printing, or any other service is included unless written below or in an accepted attachment.

Included services deliverables and accepted scope attachment:

_____

Excluded services and third party items:

_____

Included revision rounds what each round covers and review deadlines:

_____

Materials and delivery schedule

The current estimate is six weeks after payment is completed and all required materials are received. It is an estimate, not a guarantee of publication within six weeks. Confirm milestones and final delivery dates below. Author delays, additional work, or platform review can affect timing; CWP will communicate material changes and agree revised project arrangements.

Required manuscript, images, permissions and author delivery date: _____

_____

Agreed milestones, author review dates and target delivery: _____

_____

Author control and approval

The author retains ownership of their book, original manuscript, and author account. CWP receives only permission needed to review, edit, format, and prepare the agreed project. CWP does not acquire the author's copyright, publishing rights, royalties, account ownership, or continuing authority to alter or publish the work. The author receives the agreed completed project files; any license for separately supplied third-party content must be disclosed. CWP retains its pre-existing general tools and templates without limiting the author's use of their completed book.

The author reviews and approves the final text, cover, interior, metadata, pricing, rights declarations, and publication selections before submission or release. Publication is an author decision. Assistance does not authorize CWP to accept platform terms, set a price, purchase proofs, publish, unpublish, or change account details on the author's behalf without specific separate authorization. The author must approve the final proof; agreed corrections remain subject to the scope and revision arrangements.

The author owns and controls any Amazon KDP or Lulu account and personally handles sign-in and account approval steps. Do not share passwords, security codes, recovery information, or bank and tax details with CWP or put them in project records. Guidance may be provided while the author operates their account. Any platform-supported delegated access must be separately authorized and limited to agreed work.

Rights and third-party decisions

The author confirms that they own or have permission to use the manuscript, images, quotations, cover elements, and other supplied content, including required attribution. The author should identify licensed material and any restrictions. CWP will raise an identified rights concern, but this service does not include legal clearance, legal advice, an exhaustive plagiarism check, or verification of every factual claim unless a specific permitted task is separately agreed. This clause creates no broad indemnity or waiver of legal rights.

Amazon KDP, Lulu, and any other selected platform control their own review, approval, availability, production, sales terms, and publication timing. CWP promises no platform approval, bestseller status, sales, revenue, distribution placement, audience size, or income. The book's author and platform relationship remain separate from this service agreement.

Revisions and additional work

The included revision rounds and review dates are those completed on page 1. A new manuscript, increased length, new edition, new design direction, translation, extra revision, or other added work requires a separate written scope, price if any, and schedule accepted before work or payment. No unspecified revision fee, rush fee, automatic acceptance deadline, or additional charge is created by this template.

Private project handling

CWP uses contact details, manuscript files, revisions, approvals, and payment confirmations privately to provide and administer the project and meet lawful obligations. Only necessary project material may be supplied to the selected platform with the author's approval. Do not submit confidential client stories or another person's identifying information without appropriate permission. No portfolio display, testimonial, publicity, or media release is granted here; that requires separate informed permission. Lawful required disclosure remains possible. Routine contact: hello@crownedwithpurpose.co.

Price and payment

The existing publishing assistance package price is a one-time $800 USD for the completed scope. Payment is made through the CWP secure Stripe link only after Reta confirms the scope, length limit, revisions, and schedule in writing. CWP verifies cleared payment before starting. Record prior verified payments so the author is not charged the full amount twice. If another adult pays, use a separate payer acknowledgment; payment does not transfer authorship or account control.

Agreed package total: $800 USD. Verified payments credited and dates: _____

Remaining agreed amount and exact due date or accepted schedule: _____

_____

Printing, shipping, proof copies, and publishing platform charges are separate from the $800 service fee. The author reviews and authorizes those costs directly with the provider. CWP may not incur an extra reimbursable expense without the author's prior written acceptance. Signing creates no automatic debit, subscription, additional charge, or authority to store payment credentials. Stripe processes payment details under its own policies; CWP project files do not contain card or bank credentials.

Withdrawal and service cancellation

Payments toward this accepted scope are nonrefundable for voluntary withdrawal, a change of mind, or the author's decision not to use the service, except where applicable law requires otherwise. Any accepted installment schedule remains the written schedule unless changed by agreement; no accelerated balance or unstated fee is created here. This does not remove rights arising from services CWP does not provide, misrepresentation, or other rights that cannot lawfully be waived.

If CWP cancels or cannot provide the agreed service, the author may accept a revised schedule or replacement in writing, or receive a refund of the portion paid for unprovided services. Platform rejection alone is not proof that CWP failed to perform an agreed preparation service; CWP remains responsible for its actual agreed work and any applicable required remedy. Contact CWP promptly about a delay, correction, withdrawal, or payment concern.

Complete review and signatures

The parties have reviewed the completed scope and financial arrangements, may ask questions, and may retain a completed copy. Written changes require acceptance by affected parties. This agreement does not rewrite an existing signed agreement. Electronic signing is optional; a paper alternative may be requested. An inquiry, intake, payment, or blank copy is not a signed publishing agreement.

Author printed name: _____

Author signature: _____ Date: _____

CWP representative name and title: _____

CWP representative signature: _____ Date: _____