

Word Out Books

www.wordoutbooks.com

PO Box 2689
Eugene OR 97402

July 21, 2020

Antoine J. Murphy #363399
Unit 4 Rm 242
PDCI
500 E Parrish ST
PO Box 9900
Prairie du Chien WI 53821

Dear Mr. Murphy:

Thank you for your interest in publishing with Word Out Books. It's always good to hear from Building a Book participants (regardless of the length of their participation). We made some changes to our policies and fees at the beginning of this year. I am enclosing our 2020 Welcome Letter and FAQ which explain our current policies.

We have had the opportunity to download and review your manuscript, *Bless the Lord, O My Soul*, and I am pleased to inform you that your manuscript has been accepted for publication by Word Out Books.

Enclosed please find a Word Out Books Services Request Form. The Publication Service Fee is based on word count as well as the amount of formatting that will be required. We made allowances for the blank spaces in the books to arrive at the publishing fee. If you would like to proceed, please sign and date the Services Request Form and return it to us. We will then send you an invoice for the total amount due. You may make payments over time if you like.

Important: Please make all payments to our parent company, Winding Hall Publishers, and not to Word Out Books. Payments made to Word Out Books will have to be returned.

I am also enclosing our Catalogue of Titles. We published another title (*Good Morning, Amerika* by Kevin Clark) two days ago which does not yet appear in our Catalogue. More will be coming shortly.

I hope to have the opportunity to work with you on *Bless the Lord, O My Soul*.

Best regards,

Morgan Stevenson

Morgan Stevenson
Managing Editor
Word Out Books

Enclosures: Services Request Form; 2020 Welcome Letter; FAQs; Catalogue of Titles

Word Out Books Services Request Form

This is not a contract. This is an order form.

The author whose signature appears below requests publishing services from Word Out Books, an imprint of Winding Hall Publishers. The author understands and agrees that payment in full is required before services will be performed.

Author: **Antoine J. Murphy**

Date Publishing Services Offered: **July 21, 2020**

Title: *Bless the Lord, O My Soul*

Project Description: **Non-Fiction**

Our Publishing Service includes the following:

1. Registering your work with the United States Copyright Office. (You keep all copyright ownership to your work. Word Out Books is granted exclusive publication rights.)
2. Assign ISBNs to both the paperback and eBook formats of your book.
3. Proofreading your manuscript and correction of basic punctuation, spelling, and capitalization errors.
4. Book cover design.
5. Publication of your book in both paperback and eBook versions.
6. Setup and management of sales on Amazon.com. Your book will be available to additional online outlets through Expanded Distribution.
7. Manage and pay out royalties of book sales. (See page 2 for more information about royalties.)
8. One free copy of your book shipped to the address of your choice.

Publication Service Fee:

\$1,450

I request the above services for my submitted manuscript. I understand that no services will be performed by Word Out Books until payment has been received in full. I understand the above Publication Service Fee offer is valid for 90 days from the date services are offered.

Please sign, print, and date below:



Author Signature

July 30, 2020
Date

Antoine J Murphy
Please print your name

Please send this signed and dated form to:

**Word Out Books
PO Box 2689
Eugene OR 97402**

Royalties

Word Out Books will set the price at which your book is sold ("list price"). Royalties are based on the net proceeds from sale of the book, after all printing/distribution-related costs are deducted. **Our authors receive 80% of the net profit after these costs are deducted.** Royalties are paid twice a year, typically in March and September. You will receive a royalty statement showing how many copies were sold and the amount of royalties earned. We will pay royalties to the name and address specified by you. This can be you or someone you designate to receive the royalties.

Invoicing

When we receive your signed **Services Request Form** we will send you an **invoice** requesting payment for our publication services. Payment may be made by check, bank draft, or money order. We do not accept credit card payments or cash. **Checks/drafts/money orders must be made payable to our parent company, Winding Hall Publishers.**

We will begin publication after payment has been received in full. Once publication work has begun, fees are non-refundable. If you wish to cancel publication, please contact us within 10 business days of payment, so that we can process your refund.

Please Note: If we do not receive your payment or a request for additional time for payment within 90 days of our receipt of your manuscript, we will assume the project is a no-go and will destroy the manuscript without further obligation to the author. We cannot keep unpaid manuscripts indefinitely. Again, **please do not send us the only copy of your work!**

Thank you for letting us help you get your Word Out to the world with Word Out Books!