

TODAY'S DATE\_\_\_\_\_

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734.212.6563

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## A RENDERED SERVICE AGREEMENT

- BOOK REPAIR -

### TERMS AND CONDITIONS

#### RECITALS

- 1) We agree that our rendered service to you (Author/Publisher/Entity) is to only provide "**BOOK REPAIR**" for your book that has been either ready for print or has been already published, and you discovered that the interior of your book is still in need of some type of cosmetic to be performed. The **SERVICE FEE FOR THIS CONTRACT IS ACCORDING TO THE BOOK'S PAGE COUNT**" and not in word count. (See Section 25 for Repair Cost)

**Example:** A book consisting of 50-150 pages is \$375  
A book consisting of 151-300 pages is \$500

- 2) As being your *Book Doctor* and not your publisher, we will be only labeled on your title page or copyrights page as the "Book Structure Technician". This means that our performance is to only assess what is needed, consult with you concerning the changes that need to be made, and perform the required repairs to provide a professional and marketable book for your publication or republication.

3) **Our Book Repair consist of:**

- **Reformatting-** Correcting the layout of a book's presentation/publication, including the size of the book if it is not within the right specifications that cause rejections from printing systems.
- **Re-Proofreading-** To detect, mark and correct the grammar and punctuation errors that have been overlooked within a particular style of writing.
- **Re-Edit-** To correct the clarity of what has been said (written) without the misconception or confusion of what the author is trying to convey to the readers.

- **Restructure-** To provide a correct and readable framework of how each page is constructed by determining the margins, spaces, centering, numbering, text justification, including header and footer.
  - **Re-PDF to Correct Specs-** Applying the unification of the PDF's specification size, conversion type, diameter, crop display, and text/image embedding to the book's actual size and format for proper print publication.
- 4) Your book must be complete and have a title page and/or copyrights page established, indicating that there was an initial publication process performed or going to be performed. This does not necessarily mean that it had to be forced into publication, but that the book was in the final stage or was pre-published and thus a discovery was made by either yourself, a publishing entity, a printing establishment, or your readers in order to bring about the changes needed.
  - 5) You can send your book in any Word Document form, or in PDF when sending it via email. Please only send a copy in email or thumb-drive. If you want the thumb-drive to be returned, please have a self-address stamped envelope or box. Please note that it is easier and less time consumption to perform the work needed if we receive your book in any Word Document form, unless your book is only complete in a PDF form due to its former construction.
  - 6) The following INDEMNIFICATION AND LEGAL DISCLAIMER still applies to protect both interests, which is basically stating that if there is any third party complaints of your book, we are not held liable for its contents, context, nor any graphics, and that you are the sole owner of your own work product (manuscript/book), including ISBN. We are only responsible for the work that we perform, and any corrections that are still needed on or from our part, we will honor and respect the chances that are necessary as your Book Structure Technician; *Book Doctor*.

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- 7) An author/writer/publisher (YOU) have the total control of their own rights, obligations, responsibilities to their own work and final decision of the editing/re-editing, proofreading/re-proofreading, formatting/reformatting, structure/restructuring, former PDF and the PDF corrections, cover design, picture grafts, added and removal text, and such alike, which provides an "Indemnification" and "Legal Disclaimer," except as stated within this combined rendered service agreement, that ASA PUBLISHING CORPORATION DISCLAIMS ANY AND ALL WARRANTIES, CONDITIONS, OR REPRESENTATIONS [EXPRESSED OR IMPLIED, ORAL OR WRITTEN], WITH RESPECT TO SERVICES, OR ANY PART THEREOF, INCLUDING ANY AND ALL IMPLIED WARRANTIES OR CONDITIONS OF TITLE, COMPATIBILITY, OR FITNESS OR SUITABILITY, PLAGIARISM OR FAN ANTIC WRITING, FOR ANY PURPOSE [WHETHER OR NOT ASA PUBLISHING CORPORATION KNOWS, HAS REASON TO KNOW, HAS BEEN ADVISED, OR IS OTHERWISE IN FACT AWARE OF ANY SUCH PURPOSE], CUSTOM OR USAGE IN THE TRADE, OR BY COURSE OF DEALING. IN ADDITION, ASA PUBLISHING CORPORATION EXPRESSLY DISCLAIMS ANY PERSON OTHER THAN AUTHOR/WRITER WITH RESPECT TO THE SERVICES OR ANY PART THEREOF. IN NO EVENT WILL ASA PUBLISHING CORPORATION BE LIABLE TO AUTHOR/WRITER/PUBLISHER OR ANY OTHER PERSON, COMPANY, ORGANIZATION, CHURCH, FOR LOST PROFITS OR REVENUES OR INCIDENTAL, CONSEQUENTIAL, SPECIAL, INDIRECT OR PUNITIVE DAMAGES.

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- 8) ASA Publishing Corporation only acts as a Book Structure Technician and assumes no liability for any loss, damage, injury, or claim of any kind or character to any person or property, including, but not limited to, Author/Writer/Publisher or any third party, arising from, relating to, or in connection with the submission of the Work for the Services undertaken by ASA Publishing Corporation under the agreement and the subsequent sale or distribution of the work. YOU agree that submission of Work [including, without limitation, manuscripts/books, pictures, diskettes, travel drives, and such alike] to ASA Publishing Corporation is at Author/Writer/Publisher's own risk and agrees that ASA Publishing Corporation will have no liability related to the misplacement or loss of Work for any reason. The author/writer/publisher (YOU) are only to provide a copy of the work being repaired and not the original content, nor context.
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- 12) Therefore, Author/Writer/Publisher agrees to abide by and comply with the policies promulgated by ASA Publishing Corporation with requests or complaints from third parties regarding any and all work product produced and/or set forth with, by, and through the Author/Writer/Publisher.

#### **MUTUAL AGREEMENT OF AUTHOR/WRITER/PUBLISHER**

- 13) By mutual agreement within the services rendered by and through ASA Publishing Corporation, the author/writer/publisher (YOU) is stating that the author fully comprehends with the Terms and Conditions set forth by complying and adhering to this agreement that is deemed necessary to complete the book repair of YOUR book with the rendered service agreement that the Author/Writer/Publisher had chosen.
- 14) By filling out this RENDERED SERVICE CONTRACT you are stating that you have read and understood our Terms and Conditions, and that you accept the services rendered by and through ASA Publishing Corporation which is a legal binding contractual agreement between ASA Publishing Corporation and the Author/Writer/Publisher (YOU).

#### **TERMINATION OF CONTRACT**

- 15) Any breach of contract, default, fraudulent acts such as creating a false light to the public (an altered truth), invasion of rights and privacy, defamation/libel and slander campaign with or against another author/writer, including against the publishing house and such alike, shipping goods under the name of ASA Publishing Corporation without authorization, or failure to cooperate by the Author/Writer/Publisher (YOU) to the Requirements and the Terms of Conditions are grounds for immediate termination of rendered service contract, including but not limited to the boundary and scope of discovery with the entire contractual agreement; warranting valid substantial legal issues along with burden of proof, depending upon the nature of the criteria. Any issues that need addressing should be professionally and properly resolved in-house or in a court of law.
- 16) Public negative campaigns of any type of media from author/writer/publisher (YOU) while YOUR rendered service is still active is considered sabotage and is an immediate termination due to the nature of it that causes business interference among peers and within the publishing house itself.

#### **MAILING AND CONTACT INFORMATION**

- 17) **Office:** ASA Publishing Corporation, 1285 N. Telegraph Rd., #376, Monroe, Michigan 48162, USA.
- 18) **Contact:** ph. 734.212.6563
- 19) **Outsource days of operation:** **Open**-Monday through Friday. **Closed**-Saturday and Sunday
- 20) **Outsource hours of operation:** 10am to 6pm.
- 21) **Contact email:** asapublishingcorporation@gmail.com

#### **22) AUTHOR/WRITER/PUBLISHER INFORMATION**

PUBLISHER OF BOOK	
ORIGINAL AUTHOR FULL NAME	
AUTHORIZED PERSON OR ENTITY	
ADDRESS	
CITY/STATE/ZIP	
PROVINCE/COUNTRY	
CONTACT NUMBER	
EMAIL	

**23) FRAUD/PLAGIARISM PREVENTION AND TAX PURPOSES**

ID / DR LICENSE No. OR TAX ID	
SIGNATURE	

**24) BOOK INFORMATION**

TITLE	
SUBTITLE	
AUTHOR PEN NAME	
<p style="text-align: center;"><b>ISBN</b></p> <p>The ISBN is your registry and identifier to you (author/writer and publisher of your book. (If Applicable)</p>	ISBN: _____

**25) BOOK REPAIR PAGE COUNT / COST AND INFORMATION**

Please check (✓) appropriate box			Please fill-out the basic information below	
PAGE COUNT	REPAIR COST	CHECK BOX	What size should your book be? →	X
50-150	\$375		In your own personal assessment and to your knowledge, what type of book repair is needed?	(✓) appropriate box[s]
151-300	\$500		• Reformatting	
301-450	\$625		• Re-Proofreading	
451-600	\$750		• Re-Edit	
601-750	\$875		• Restructure	
751-900	\$900		• Re-PDF to Correct Specs	
901-1,050	\$1,025		• I just want it to be rechecked	

**Book Repair Information Guide for above (From Section 3)**

- **Reformatting-** Correcting the layout of a book's presentation/publication, including the size of the book if it is not within the right specifications that cause rejections from printing systems.
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**GOVERNING LAW-JURISDICTION**

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