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Aventine Press

Print-on-Demand Publishing Services
55 E Emerson Street, Chula Vista, CA
91911

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Book Title _____

Sub Title _____

Author/Pseudonym _____ Book Subject/Category _____

Keywords _____ Audience/Age Level _____

Distribution(required)*: Full Service Short-Run Format: RTF WORD Book Size: 5.5 X 8.5 6 X 9

Cover Template Choice (\$175.00)# _____ or Author Provided Cover ☐ Design Cover For Me (\$295.00)

Cover Font Choice _____ Cover Color _____ or ☐ Choose For Me Interior

Template Choice # _____ Interior Font _____ or ☐ Choose For Me Interior Paper

Stock: Creme White Laminate Type: Gloss Matte

Add-Ons:

☐ Cover Design \$295.00 ☐ Hardcover Edition \$295.00

☐ Library of Congress Number \$100.00*

☐ Ingram Advance Catalog \$175.00

☐ Press Release \$100.00

US Copyright Office Registration \$225.00

Tables # _____ X \$18.00 each = \$ _____

Interior Images # _____ X \$5.00 each = \$ _____ Image Scans # _____ X \$7.00 each = \$ _____

Basic Service \$499.00 + Add-Ons = \$ _____ Total \$ _____

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*For more information on distribution services and Library of Congress numbers please refer to the Publishing Agreement

Design Notes

Cover:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Interior:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. There is no handwriting or other markings on the paper.

Publishing Agreement

This agreement is between you (“the Author”) and Aventine Press (“Aventine Press” or “the Publisher”), for your book (“Work”).

Your paperback and hardcover royalties are 80% of the payments we actually receive from sales of printed copies of your book. These payments we receive are equal to the cover price less trade (wholesale) discount, less the single-copy printing cost (this is the profit margin of the transaction). Royalties are distributed by mail twice per year. No royalty will be paid on author purchases.

Example: A reader purchases a copy of your 160 page book at Amazon.com - The cover price of your book is \$12.95; subtract Amazon’s 55% trade discount (\$7.12) then subtract the printing cost (\$3.30), the remainder (\$2.53) is the profit margin, 80% of which (\$2.02) is the royalty paid to you.

To arrive at your books single-copy printing cost, simply multiply \$0.0165 by the number of pages in your book, and then add the color cover printing & binding charge (\$0.90 for paperback or \$7.55 for hard cover).

Authors may purchase copies of their own title, in any quantity directly from Aventine Press, at the current printing cost plus 13%, plus the actual shipping and handling charges.

Note: Printing prices are subject to change as market conditions and costs warrant.

Aventine Press prices books based on finished page count, however, we will consider special cover pricing requests to accommodate special situations whenever possible.

Book Size	Word Count	Paperback	Hardcover
total page count	approximates	cover price	cover price
108 – 200 pages	30,000 – 56,000	\$10.95 – \$12.95	\$22.95 – \$25.95
204 – 300 pages	56,000 – 80,000	\$13.95 – \$16.95	\$26.95 – \$28.95
304 – 400 pages	80,000 – 110,000	\$17.95 – \$20.95	\$29.95 – \$31.95
404 – 500 pages	110,000 – 140,000	\$21.95 – \$23.95	\$32.95 – \$35.95

DISTRIBUTION SERVICES AND FEES

We offer both Short-Run and Full Market Distribution services. Short-Run distribution is free but books are not digitally catalogued or marketed through participating retailers, however, all titles are available for order direct from the publisher. Full Market Distribution includes annual distribution and digital cataloguing and requires a \$50 annual fee. This fee is waived for the first year at initial set up but will be charged each year thereafter for any title set up to be ordered through the distribution channels. The digital catalog provides standardized BISAC subject coding (required for any title set up for distribution) with up to three subject categories, detailed title listings in all daily catalogs provided through Ingram, Baker & Taylor, Amazon.com, Amazon UK, Whitakers/Bookdata, Gardners, etc.).

WARRANTIES

The Author represents that he or she is the sole author of the Work and is the owner of the copyright to all of its contents; that he or she has not engaged in plagiarism and that the Work, if fiction, represents no real event or person(s) that could in any way be deemed libelous and that, if nonfiction, does not misstate or omit any fact which would libel any person(s) or result in a person(s) being placed in a false or damaging light; and that the Work does not infringe the copyright, trademark or privacy of any third party; and that he or she is owner of any trademarks and/or trade names associated with the Work; that the Work does not constitute obscenity or hate literature and that the author has the right to enter into this Agreement.

THE RIGHTS TO YOUR WORK

The Author acknowledges and agrees that Aventine Press acquires no right of ownership to the Work under this Agreement; that Aventine Press is a provider of limited services only and assumes no responsibility for reviewing or correcting the content of the Work.

INDEMNITIES

The Author agrees to indemnify, defend and hold harmless Aventine Press, its employees, shareholders, directors, partners, representatives, successors and assigns of, from any and all manner of claims, liabilities, damages, losses, expenses (including attorney's fees), awards, and judgments resulting from claims of third parties regarding ownership, libel, slander, plagiarism, privacy violations, copyright infringement, misappropriation, and similar claims arising from publication of the Work. Aventine Press may be represented in any proceeding by counsel of its choice; the Author may retain additional counsel at his or her own expense.

TERMS AND EXCLUSIVITY

This Agreement is nonexclusive; the Author retains the copyright for his Work and may enter into the other publishing agreements. Either party has the option to terminate the Agreement at any time, with or without cause. If the Agreement is terminated by the Author prior to publication, publishing fees less any fees for pre or post publication services such as page layout or any add-on service already begun, will be refunded (or applied against any outstanding amounts in the Author's account). If the Agreement is terminated by Aventine Press, all publishing fees will be refunded in full (or applied against any outstanding amount in the Author's account). Publication fees are defined as those fees directly associated with disk and/or paper manuscript submission. Fees are related to other pre or post publication services, such as data entry, corrections, cover design, image processing, or book sales, are not refundable. Fees for the publication of subsequent editions of the Work are not refundable. If the Agreement is terminated by Aventine Press due to a breach of Agreement by Author, no fees shall be refunded.

NOTICES

All notices to Aventine Press must be sent in writing to its office at 55 E Emerson Street, Chula Vista, CA 91911. All notices to the author shall be sent in writing to the address specified by the author.

COMPLETE AGREEMENT

This written Contract contains the sole and entire Agreement between the parties and shall supersede any and all other prior agreements between the parties. This Agreement may not be modified or amended except in writing signed by the party against whom such modification or amendment is sought to be enforced.

LIBRARY OF CONGRESS (provided when purchased)

Aventine Press will provide an LOC number issued from the LOC. The book will still go through a process where LOC officers will look for content that would be widely acquired by libraries across the nation. Their criteria may include current events, genealogies, history, most children books, art exhibitions by museums, health related topics or any information that may be useful to the U.S. Congress Members. Again not all of even these books may make it past the selection process.

ALTERATION FEES (\$50.00 / per hour, \$75.00 / per hour for web)

If you decide to make editorial changes (author's alterations) or cover design changes to your submission during the production process, we may find it necessary to charge you an alteration fee to defray the additional expense. An alteration fee will also be charged for web changes if we find it necessary. We define an alteration as an author's change to text or template while your book is in production. These fees will be charged to your credit card (a credit card number must be provided in the event that you request changes with the applied fees).

ILLUSTRATION SERVICES (\$50.00 / per hour)

Due to the limited options sometimes available with stock photography and illustration manipulation an author may choose to have a custom illustration created for their book cover. Aventine Press is happy to provide this service! We charge an hourly fee of \$50 for our custom and professional illustrations.

LAW AND VENUE

The laws of the State of California shall govern this Agreement. Recognizing the expense, distraction, and uncertainty resulting from litigation of disputes which may arise under this Agreement, the parties have agreed that except as specifically provided herein, they shall submit any and all disputes arising in any way under this Agreement to the American Arbitration Association for final disposition in accordance with its rules, provided that the Arbitrator shall have no authority to award punitive damages. Notwithstanding the foregoing, nothing in this Agreement shall be deemed to deprive a party of the right to equitable relief in a court of competent jurisdiction respecting rights to its intellectual property or used thereof under this Agreement. Any proceeding under this paragraph shall be brought in the federal or state courts in California. A judgment may be entered in a court of competent jurisdiction based on any award rendered in arbitration or other proceeding conducted by the parties pursuant to this paragraph.

I agree with the terms of this agreement:

Signature: _____ Today's Date: ____ / ____ / ____

Quick Start Guide

Publishing your book with Aventine Press is easy. You'll record your template choices and any add-on services you want on the Order Form. You'll mail this to us along with a signed Publishing Agreement and your submission materials. Please make sure that you've read through the following instructions for text and image formatting and you've thoroughly proofread your manuscript; it should not require any corrections or alterations when we receive it.

Step 1

Choose a Cover Template, and background color (if applicable) for your cover design. Make note of any image sizes required by the template you choose, (you'll need that information to prepare your images for submission), then enter your selections on the Order Form.

Step 2

Choose an Interior Template and interior font for your book and enter your choices on the Order Form.

Step 3

Prepare your book for submission:

Please submit your entire book in a single word processing file on either data CD or DVD, preferably in Microsoft Word (either PC or Macintosh). If you use a different word processor, please save your file in the RTF (Rich Text File) format. If your book is too large to fit on a single CD, split the file into parts and send multiple discs, labeled with the contents. We can process PC or Mac formatted data CD's, and DVD's. Label each disc with your name, telephone number, and the title of your book with a notation if the book is split into parts (for example: "your book title" part 1 of 3 etc.). Please pack your discs inside protective wrapping or a disk mailer for safety, and be sure not to send the only copies of your book or images.

Disc-based images can be sent on CD or DVD, and should have an image resolution of 300 dpi or better. If images are to be included throughout your book, make sure you have carefully identified the locations in the text where they are to be placed. Please do not embed (paste) images into your manuscript.

Write the following summaries using your word processing program and save them as separate files:

- **Author's Cover Bio:** 100 words or less. A short, one-paragraph description of yourself that will appear on the back cover of your book (or inside flap on hardcover editions)
Note: Author biographical information on the cover is optional.
- **Book Summary:** 100 words or less. A brief description of your book that will appear on the back cover of your book. The objective here, is to stimulate interest in your book without going into detail.

If you plan to include an Index of your book, prepare a list of keywords (up to 50 are included free) and save it as a separate file called "index". Indexing is upon request only, and is not automatically performed.

Important: If you are including tables in your book, make sure they are sized properly for the book's trim size. Our standard trim size is 5.5 inches in width by 8.5 inches in height. Taking page margins into consideration, your tables should be no larger than 3.75 inches wide by 7 inches tall.

Continued on next page >

Step 4

Formatting your text:

Text formatting should be minimal and only done by your word processor's built-in tools. Aventine Press will lay your text out to your specifications and handle formatting for you. If you want a chapter heading centered, for example, use your word-processor's built-in centering tool. Any indentation you want in your text should be done with the margin controller. Please make note of the following before submitting your book:

- Where possible, replace underlined text with italicized text.
- Do not use Wingdings, symbolic bullets or characters unavailable within the normal character set (this includes symbols of any kind). If you want to bullet any part of your text, do so with standard bullets.
- Do not use any traditional manuscript format (i.e., your name and the page number on every page). When Aventine Press creates your book's layout, that formatting will be done for you.
- When you wish to begin a new paragraph, just hit the return key and begin your new paragraph.
- Do not use hard returns (inserting line breaks) in order to try and make each line fit neatly across the width of a page. When Aventine Press creates your book layout, your text will automatically be set to fit within the margins. The attempt to do so manually is not only unnecessary, but it is also counterproductive in that it corrupts the layout design that your book will be created within.

Step 5

Formatting your images:

Prepare your images either on disc or hard-copy; please do not send slides. Disc-based images can be sent on data CD or DVD and should have an image resolution of 300 dpi or better. If images are to be included throughout your book, make sure you have carefully identified the locations in the text where they are to be placed. Please do not embed (paste) images into your manuscript as it will corrupt the layout.

Digital images can be color or grayscale and saved as TIFF files in your image processing software. All color images should be CMYK TIFF (.tiff or .tif) files for best reproduction. Note: Some color variations between your individual monitor calibration and devices used to reproduce your image(s) will inevitably occur and are beyond our control. If you require more precise color reproduction, you should utilize offset printing techniques.

Make sure the image resolution is at least 300 dpi and that any images intended to go inside your book are sized correctly. IE: Our standard book trim size is 5.5 inches in width by 8.5 inches high so allowing for page margins, your interior images should be no more than 3.75 inches wide or 7 inches tall.

- Save all image files as separate files named consistently for placement in your book.(ex: picture1.tiff, picture2.tiff, etc.)
- Place a marker in your text to let us know exactly where you would like the image to be placed (ex: <picture1.tiff>).
- Make sure any captions for the images are within the text directly following the marker.

Do not embed (paste) picture files into the text of your book. Excel slides should be saved as separate image files (TIFF or PICT) and sent separately. Important: Remember to properly size any image, Excel slide or table that will go inside your book!

A note on interior images:

Interior images will not be of high reproduction quality in print-on-demand. If you require more control of interior image quality, we suggest your project may be better suited to offset printing.

Step 5 (continued)

If you do not have the ability to scan images and would like to send us a hard copy, Aventine Press will be happy to perform the scanning for a small additional charge of \$7.50 per scan.

Important: If **you** are sending artwork of any kind with your submission, it is recommended that you send your submission via certified mail, UPS, Federal Express or any method that allows your submission to be tracked. Aventine Press suggests you do so even if you are not including artwork with your submission. Any artwork you request to be returned to you after book production will be at your own expense. And finally...

- Complete the Order Form; fill out all applicable fields, sign and date it.
- Read and sign the Publishing Agreement.
- Assemble your manuscript, images, completed Publishing Agreement and Order Form and package it securely for mailing to: Aventine Press, 55 E Emerson Street Chula Vista, CA 91911

We recommend that you send your submission via certified mail, UPS, Federal Express or any method that allows your submission to be tracked.

Your submission package should include:

- A complete and signed Order Form.
- A signed Publishing Agreement.
- Payment: Make check payable to Aventine Press or complete the credit card payment section on the Order Form. We accept Visa, MasterCard, Discover and American Express.
- Disk (s) containing your: Manuscript and Images.
- Hard copy manuscript (if any).
- Hard copy graphics (if any).

Holiday Shipping Schedule:

During the holiday seasons in order to receive books by December 25th orders must be placed before December 8th. Please refer to the website for an accurate and current holiday shipping schedule.

If you have questions or need assistance to complete your submission, please call and speak with a customer service representative at (619) 218-2168, Monday through Friday between the hours of 9am until 5pm Pacific Time.

SURVEY
(optional)

Aventine Press

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