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734.212.6563

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BOOK TECHNICIAN SERVICES

TERMS AND CONDITIONS



RECITALS

- 1) We agree that our rendered service to you (Author/Publisher/Entity) is to only provide **“EDITING, PROOFREADING & STRUCTURAL SERVICES”** for your book that is either ready for print or has been already published, and if you need 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 your *Book Doctor* and not your publisher, we will only be labeled on your title page or copyrights page as the “Book Structure Technician” with a Better Business Bureau logo attached. This means that our performance is only to assess what is needed, consult with you concerning the changes that need to be made, and perform the required repairs to provide a quality and professional marketable book for your publication or republication.

3) Our Book Repair consists of:

- **Reformatting-** Correcting the layout of a book's presentation/publication, including the size of the book if it is not within the correct 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 writing style.
- **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 is in the final stage, going into prepublication or going through post-publication. Thus, a discovery has been made by either yourself, a publishing entity, a printing establishment, or your readers to bring about the needed changes.
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- 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.

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- 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	

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ID / DR LICENSE No. OR TAX ID	
SIGNATURE	

24) BOOK INFORMATION

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

25) BOOK REPAIR PAGE COUNT / COST AND INFORMATION

Please check (✓) the 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)

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