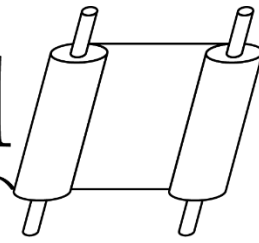


# The Electric Scroll

## Bringing Books into the Future



- **General Information**

- The Electric Scroll does not accept any manuscripts for author services which would be rated worse than PG-13.
- We do not deal at all in slasher-type horror. We may, on a case-by-case basis, work with suspense-type horror.
- We do not deal in erotica.
- We do not accept anything with graphic or gratuitous sex or violence.
- When you decide what you want us to do for you, email us at [author-services@electric-scroll.com](mailto:author-services@electric-scroll.com)
- **After** we have talked about your project, (consultations are free) and have decided to do business together, either print the last page, mark which services you want, sign it, scan it, and email it along with your files, OR fill in the form, save it, and email it back. Typed signatures are perfectly acceptable and considered binding.
- (If you don't have a scanner, you can snail mail it to:  
The Electric Scroll  
339 E Cullumber Ave  
Gilbert, Arizona, 85234

- **Don't just send the signature page and your files. No contracts will be accepted without a consultation, and your files will be deleted.**

- **This document is your contract.**

- **Invoicing:**

- We invoice through our PayPal account. A nonrefundable deposit of 25% of the anticipated payment is due before work starts. The deposit invoice is sent at the beginning of the project. The final invoice is sent at the conclusion of the project. The remaining payment is due on receipt of the final invoice.
- We may, at our discretion, waive the requirement of the deposit.
- You do not have to have a PayPal account to pay us.
- We accept credit and debit cards and PayPal payments through our PayPal account.
- We also accept cash, check, and money orders by snail mail sent to the address above. Please make checks and money orders out to "Mischa Borgnaes DBA The Electric Scroll".

- Any work not specifically mentioned in this contract is not in the scope of the work to be performed, and must be included in another agreement.

- We require separate contracts for each project.

- **Nondisclosure Agreement**

- The Electric Scroll will not share your manuscript, or any of the contents of your manuscript, with any individual or business entity without your express permission.
- Any freelance subcontractor will also be bound by the terms of this nondisclosure agreement.

# Book Covers

- **We offer general eBook covers; hardback, paperback, and eBook covers for Amazon; and hardback, paperback and ebook covers for IngramSpark.**
- *What's included?*
  - Front Cover Only (eBook Cover)
    - Consultation on your concept of the cover
    - Initial cover, and three rounds of adjustments of cover elements (i.e., changes in elements, color, font, positioning, opacity, etc. Several changes may be made in each round of adjustments.)
  - Back Cover Only (You have a front cover and need a spine and back cover added.)
    - Consultation on your concept of the cover
    - Initial cover, and three rounds of adjustments of cover elements (i.e., changes in color, font, positioning, opacity, etc. Several changes may be made in each round of adjustments.)
  - Full Wrap Cover
    - Consultation on your concept of the cover
    - Initial cover, and three rounds of adjustments of cover elements (i.e., changes in color, font, positioning, opacity, etc. Several changes may be made in each round of adjustments.)
  - Once three rounds of adjustments are made, additional “tweaking” may be done at the client’s request, at the cost of \$10 USD per set of changes, regardless of how many changes are made during each set of changes.
- *What does it cost?*
  - Front cover only – client provides desired cover elements (photos, etc.): \$60 USD
  - Front cover only – no cover elements provided: \$90 USD plus half the cost of any images or fonts that must be purchased.
  - Back cover and spine – client provides front cover and desired cover elements: \$60 USD plus half the cost of any images or fonts that must be purchased.
  - Back cover and spine – client provides only front cover: \$90 USD plus half the cost of any images or fonts that must be purchased.
  - Full wrap cover – client provides desired cover elements: \$90 USD plus half the cost of any images or fonts that must be purchased.
  - Full Wrap cover – no cover elements provided: \$120 USD plus half the cost of any images or fonts that must be purchased.
  - Covers for IngramSpark are \$20 more than covers for Amazon, due to IngramSpark’s formatting requirements. Also, client must download a cover template from IngramSpark and provide it to us.
- *What do I need to know?*
  - No fonts or images will be purchased without client’s consent.
  - Client warrants that any provided images or fonts are either royalty-free, or that the license has been acquired.
  - For back-and-spines and full wrap covers, the book must be formatted, and you must give us the trim size and page count of the book.
- *What files do I get back?*
  - For front covers, you get .jpg files in the following sizes:
    - 2700 pixels tall (6x9”)

- 2500 pixels tall (slightly smaller – not all the distributors like the file size for the larger cover size)
  - 250 pixels tall (a good size for sharing on social media)
  - For back-and-spines and full wrap covers, you get .pdf files of the entire cover ready to upload to Amazon.
- 3-D Mockups of covers are available at the price of \$20 each. Paperback Mock-ups don't look very good if made from book covers that are a half inch or narrower; therefore, e-reader, tablet, or phone mockups are recommended for narrower books.

# Ebook formatting for Amazon, Smashwords, and direct sales from your website

- *What's included?*
  - Your fully edited manuscript is formatted separately for Amazon's KDP platform, for Smashwords, for direct sale, or any combination of the three.
- *What does it cost?*
  - \$30 USD for each desired platform
  - Changes made after formatting is complete are \$5 USD per set of alterations, per platform. More than one change may be made in each set of post-formatting alterations.
- *What do I need to know?*
  - Fully edited manuscript must be submitted as a Word document.
  - Nonfiction and poetry books will be given a table of contents including each chapter or poem.
  - Fiction books for Amazon will be given a short table of contents including front and back matter and the first chapter. Fiction books for Smashwords will be given a long table of contents including every chapter.
- *What files do I get back?*
  - Manuscript file ready to upload to the desired platform.
  - The Amazon eBook upload file will be an .htm/.html document formatted to Amazon's specifications, or a .zip file if there are internal images.
  - Smashwords will be a Word 97-2003 (.doc) document formatted to Smashwords' specifications.
  - Direct sale eBook files will be an epub document. If we are also formatting your book for print, direct sales eBook files will also include a .pdf document. Kindle reading devices no longer support sideloading of the .mobi eBook format – they now support .epub and PDF formats.
  - **Do not open or change the Amazon or Smashwords files before uploading them. It is very easy to damage them, and creates havoc with the conversion process at both Amazon and Smashwords.**
  - **If you have an Apple computer and you receive a zip file for Amazon, be aware that your computer will automatically unzip your file. It needs to be re-zipped (compressed) before uploading to Amazon.**

# Interior print formatting for Amazon, IngramSpark, or a local print shop of your choice

- *What's included?*
  - Your fully-edited manuscript is formatted in the trim size of your choice.
- *What does it cost?*
  - \$85 USD
  - Changes made after formatting is complete are \$20 USD per set of alterations. More than one change can be included in each post-formatting set of alterations.
- *What do I need to know?*
  - Fully edited manuscript **must** be submitted as a Word document.
  - Front and back matter may be submitted in the same document with the manuscript, or in a separate Word document.
  - If you know what fonts are being used on the cover, and you also want them used in the chapter and section headings, you must tell us what font is desired. If we don't already have that font, you may either provide us with a copy of it, or we will purchase it and charge you half the cost of the font.
  - We will need to know what trim size you want.
  - If there are any interior images, they must be sent separately, as either a .jpg or .png, and at least 300 dpi.
  - If there are interior images, we need to know if you want a color or grey-scale interior. A color one costs more to print, so you can count on having to sell your book at nearly twice the price if you choose color.
  - We need to know if you want white or cream-colored pages. We recommend white. The paper looks newer and cleaner.
  - We need to know if you want every chapter to start on the right-hand page, or only the first chapter.
  - We need to know if we're formatting for Amazon , IngramSpark, or a local print shop, as they have different file requirements. Formatting for IngramSpark is an additional \$20 because of their file requirements.
  - If we're formatting for a local print shop, we e will need contact information OR their specifications before we can format the book. At the very minimum we will need to know if they want the file to be PDF or InDesign, whether they want it to contain pages or spreads, whether they want crop marks, and if they need us to include bleed, how much bleed they want. Additionally, if the book is in color, we'll need to know if they want RGB color or CMYK color. If we're also doing the cover, we'll need to know how much bleed they want, what file format they want (pdf or InDesign), and whether they want RGB or CMYK color.
- *What files do I get back?*
  - A fully-formatted .pdf of your manuscript, ready to upload to Amazon, IngramSpark, or the file type of their choice ready for the local print shop of your choice.

I want the following services from The Electric Scroll: (Check all that apply)

	<b>Service</b>	<b>Price USD</b>
	<b>eBook Cover</b>	eBook (Front), elements provided \$60.00*
	<b>eBook Cover</b>	eBook (Front), no elements provided \$90.00*
	<b>Book Back Cover</b>	Back and spine added, elements provided \$60.00*
	<b>Book Back Cover</b>	Back and spine added, no elements provided \$90.00*
	<b>Book Cover</b>	Full wrap for Amazon, elements provided \$90.00*
	<b>Book Cover</b>	Full wrap for Amazon, no elements provided \$120.00*
	<b>Book Cover</b>	Full wrap for Ingramspark, elements provided \$110.00*
	<b>Book Cover</b>	Full wrap for Ingramspark, no elements provided \$140.00*
	<b>Book Cover Mock-up</b>	Mock-up (additional consultation necessary) \$20.00
	<b>Book Cover Changes</b>	First three rounds of changes included. Additional rounds of changes \$10.00
	<b>eBook Formatting</b>	eBook for Amazon \$30.00
	<b>eBook Formatting</b>	eBook for Smashwords \$30.00
	<b>eBook Formatting</b>	eBook for direct sales on your website (mobi {Kindle}, epub {nook}, .pdf {if we did the print formatting}) \$30.00
	<b>eBook Post-Formatting Changes</b>	eBook interior post-formatting alterations \$5.00/platform/set of changes
	<b>Print Formatting</b>	Print for Amazon or local print shop \$85.00*
	<b>Print Formatting</b>	Print for IngramSpark \$105.00*
	<b>Print Post-Formatting Changes</b>	Print interior post-formatting alterations \$20.00/set of changes
	<b>Uploading</b>	Uploading to Amazon and Smashwords is available to U.S. clients only. Uploading to your website is not offered. \$15.00/platform

\*plus half the cost of any images or fonts purchased with the client's consent.

**Discounts only apply to services ordered together.**

If we do a full-wrap paperback or hardcover, the ebook cover is free.

If we do print formatting for Amazon, print formatting for IngramSpark is half off.

If we do a print cover for Amazon, print cover for IngramSpark is half off.

If we do matching hardback and paperback editions for the same book, on the same platform, **at the same time**, the second book is 25% off. Discounts may not be combined to get more than 50% off on any edition of the book.

Name:

Date

Project Title:

Mailing Address:

Email:

Signature:

*Mischa Borgnaes*