

ShiftMaven Press Publishing Services Agreement

This Agreement ("Agreement") is entered into between **ShiftMaven Press** ("Service Provider") and the client ("Author") upon purchase of any publishing package or add-on service.

1. Scope of Services

Author agrees to purchase, and Service Provider agrees to provide, the selected package or add-on service as described on the ShiftMaven Press Services page.

- **Starter Package:** E-book formatting (PDF + ePub) with a simple Canva cover.
- **Pro Package:** Starter Package services plus one hour of light editing and 2 post-ready graphics.
- **Premium Package:** Pro Package services plus expanded promo kit, author bio page write-up, and up to 2 revision rounds.
- **Add-Ons:** Deep editing, additional graphics, and/or KDP walkthrough as listed.

2. Timeline for Delivery

Service Provider will deliver completed work within an estimated **2–6 weeks** from the date all required materials are received from Author. Timelines depend on the size of the project and the current production calendar. Delays caused by Author's failure to provide required materials may extend delivery.

3. Digital Nature of Products

Due to the digital nature of all deliverables, **all sales are final and non-refundable**. Service Provider will make every effort to deliver quality work and meet reasonable expectations; however, Author understands that services are subjective and not all preferences may be satisfied.

4. Author Responsibilities

Author is responsible for providing:

- A complete manuscript in a digital file format (Word, Google Doc, or similar).
- Any personal photos, bios, or materials requested for covers, author pages, or promotional graphics.
- Accuracy of the manuscript content. Service Provider is not liable for errors, omissions, or claims arising from the content of Author's work.

5. Ownership & Rights

- Author retains all rights to their manuscript and final work.
- Service Provider retains the right to display completed projects as part of ShiftMaven Press's portfolio unless otherwise requested in writing.

6. Catalog & Promotional Use

Author agrees that ShiftMaven Press may, at its discretion, feature Author's book in the ShiftMaven Press online catalog or promotional materials. In such cases, ShiftMaven Press will link directly to the Author's chosen sales listing (e.g., Amazon KDP or another retailer).

This catalog feature is for promotional purposes only and does not transfer any ownership rights or earnings. All sales and royalties from purchases made through such links remain the responsibility of, and are paid directly to, the Author via their selected sales platform.

7. Limitation of Liability

Service Provider is not responsible for:

- Delays caused by the Author's failure to provide materials.
- Platform issues (Amazon KDP or other) outside of the Service Provider's control.
- Guaranteeing book sales, rankings, or financial results.

8. Acceptance

By completing the checkout process, Author acknowledges they have read, understood, and agree to the terms of this Agreement.

9. Add-On Terms

Deep Editing Add-On

If the Author purchases the Deep Editing Add-On, the following applies:

- Deep Editing covers corrections and improvements in grammar, clarity, flow, and readability of the Author's existing manuscript.
- Editing is billed at \$50 per hour, with a minimum of one (1) hour and a maximum of three (3) hours (\$150).
- Requests requiring work beyond this scope will be considered ghostwriting services, subject to a separate agreement with fees beginning at \$1,500.
- The author is responsible for reviewing edits and approving final changes. ShiftMaven Press is not liable for the content or claims made in Author's manuscript.