

## Before we begin

As an author, your attachment to your manuscript can be almost parental. You created it, nurtured it, groomed it, and are finally at the stage where you want to share it with the world. You feel excited. And also probably nervous, cautious, anxious or just plain terrified.

This is natural. Without this level of devotion, you probably would have given up on your project at the first hint of writer's block, or the first time you'd rather be watching television than sitting at a computer, writing. Even professional writers who churn out dozens of books feel the same hopes and fears about their work.

At NTP, we love being part of the publishing process. We enjoy collaborating with authors to create their finished book, whether it is a family history only meant for a select few, a private publication for a business or organisation, or a commercial product bound for bookstores.

NTP was created to offer affordable design and layout services to ACT writers. However, if NTP is to survive it must act as a business. As such, our projects are treated with uniform importance, within a structured and professional work environment. Although we enjoy the enthusiasm of the authors we deal with, there are certain guidelines that we must adhere to.

Please read the following conditions and sign and date the bottom to demonstrate you accept them.

- New Territory Press is a service affiliated with the ACT Writers Centre. All clients must be members (individual or organisational) of the Centre to access the service.
- An initial free fifteen minute consultation will be provided to people wishing to enquire about New Territory Press and discuss the possibility of using the service. All time spent on a project after this consult will be charged at the standard rate of \$40/hour (or part thereof).
- Clients are required to make appointments to discuss their work, which includes scheduling any lengthy phone conversations. Within reason, NTP reserves the right to charge clients at the normal rate for appointments lasting longer than 10 minutes, and phone calls or emails that take longer than ten minutes to answer.
- New Territory Press and the ACT Writers Centre accept no responsibility for the content of a client's work. Any erroneous, defamatory or otherwise libellous material is entirely the responsibility of the author. The client is also solely responsible for obtaining permission to use any material (including photos and illustrations) under legal copyright and accepts full responsibility for any claims made against them.
- New Territory Press staff are not editors or manuscript appraisers. Clients cannot expect them to read, discuss or offer personal opinions of their work, except where those things apply to the design of the product. Editing and manuscript appraisal services are available through the ACT Writers Centre's Invite-a-writer program.

- Since the project remains in control of the client, the client may request as many alterations to the content and the design and layout as desired. However, a client's alterations to the work (outside basic proofing corrections) may affect the estimated time of completion. Large or unexpected alterations or delays (such as material not being delivered in the time given) that grossly affect the timeframe of the project may result in the project being rescheduled to fit around other existing projects. If the delay is through the fault of New Territory Press, any timeline changes will be discussed and agreed upon with the client.
- The client will be charged the agreed rate of \$40/hour (or part thereof) for all time spent on the project, regardless of subsequent changes or early termination of the project at the client's request. This includes the creation of multiple drafts used in the design phases of the project to select the preferred design. The only exception is work that cannot be considered to be, in good faith, in line with the client's wishes, such as work that varies widely from the client's expressed preferences without first being approved by the client.
- New Territory Press reserves the right to terminate a working relationship with a client if that client fails to maintain a respectful, professional relationship with staff. In the unlikely event of such a termination the client will be expected to pay any outstanding charges for time worked.
- If New Territory Press is for any reason unable to complete a client's work, and it is not the fault of the client, New Territory Press will do everything in its power to find a suitable substitute arrangement. If a suitable arrangement cannot be found, New Territory Press will cancel all payment owed by the client and may refund any payments made on the project thus far.
- New Territory Press will obtain three separate printing quotes for a client's work. These can be from a client's preferred print provider or providers recommended by NTP. Any further quotes will be the responsibility of the client, unless a separate arrangement is made. Once the client has decided on a printer, NTP will liaise with that printer on the client's behalf if desired. The standard rate of \$40/hour (or part thereof) will apply.
- NTP is not responsible for the marketing and/or distribution of a client's work. Once the project is completed, the finished product will be given to the client, along with any print files. The design files will remain with New Territory Press.

I, \_\_\_\_\_, have read and understood the information in this document and agree with the specified guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_