

Standard Terms and Conditions

York Publishing Services Ltd

The following information outlines our publishing process and general terms and conditions.

You are The Publisher and are responsible for ensuring that your book is correct before going to press. We have supplied a quotation based upon the information you have supplied. It is difficult to accurately calculate the length of a book from a word count, however our estimated page count seldom varies more than 5% from the final number of pages. Our final invoice will be based on the 'actual' number of pages in the book.

Our publishing process

Please ensure your manuscript is the 'final manuscript'. Once we start work, we only expect to make minor changes and amendments. If you make major changes to the text there is likely to be an additional cost.

If you have done your own layout and design we will require print-ready PDF files from you. Using your files, we will proceed straight to a proof bound book. If there are any further corrections and you have to supply us with any new files, there will be a minimum charge of £25. If you require a further, or extra, proof bound copy, it will be a further £25.

If you are using the YPS design service, once we are in receipt of the electronic file of your manuscript, we will prepare specimen page designs for you to consider. We usually provide alternative page designs for you to choose from. We will check any figures or illustrations you may wish to include and request details regarding placement, if anything is unclear.

If you are using our copy-editing service this will be arranged and any textual queries or changes highlighted by our copy-editor will be sent to you for agreement.

Once we have agreed a style with you, and the copy-editing has been completed (if applicable), we will prepare your book page-by-page and send you a set of proofs to check. At the same time, we will prepare alternative cover designs for you to consider and if our proofreading services are required, arrange for your book to be proofread. All changes suggested by our proofreader will be sent to you for approval.

When you return the proofs, we will make the required changes. If the changes have been significant there may be a second proof stage.

Once all the amendments have been made, we will print and bind a final proof. For the first time you will see your publication as a bound book, printed using the same paper and cover board that will be used in the main printing.

We would ask you to check this final proof very carefully and sign off the proof for printing. We will not be held responsible for any errors that you fail to pick up or that are missed at this last proof stage. Any changes at proof bound stage are charged at £5 per change, with a minimum charge

of £25. We require a written/email confirmation that the book can then go to press, with confirmation of the print-run required.

This is the end of the editorial design process. Whether you have done your own layout and design, or if you have used the YPS design service, you now need to:

- Decide the quantity you wish to print

- Send payment for 50% of the publishing costs.

- Decide whether you wish to use either the YPS Distribution or/and Marketing/Promotion services

- Decide whether you would like us to make your book into an eBook

All these services will be invoiced separately.

Printing and binding

We will arrange the printing of the required quantity.

As soon as we have bound stock we will send you advance copies.

If you are not using our distribution service we will arrange for the stock to be delivered to you.

If you are using our distribution service we will hold the stock in our warehouse and send you the stock you need for personal use.

Payments

We do not take advance payments, preferring to do the work before charging you.

If we are handling the editing and design of your book as well as the printing and binding, we invoice for 50% of publishing cost when we supply the final bound proof prior to printing. We cannot arrange the printing until we receive your payment and you sign off the proofs for printing.

If we are handling print only from your supplied files, we invoice for 50% of the print cost. We cannot arrange the printing until we receive your payment and you sign off the proofs for printing.

We will supply advance copies as soon as we have bound stock. We will also invoice you for the remaining 50% of the cost. Only when we have received your payment, will we arrange delivery of the stock.

York Publishing Services (YPS) Ltd
64 Hallfield Road
Layerthorpe
York, YO31 7ZQ
01904 431213
www.yps-publishing.co.uk
enqs@yps-publishing.co.uk