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 print. So make sure these are the final files.

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/proofreading service this will be arranged and any textual queries or changes highlighted by our copy-editor/proofreaders will be sent to you for approval.

Once we have agreed a style with you, and the copy‐ editing/proofreading 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 a cover design for you to consider.

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 send you a final print ready pdf for you to sign off.

We would ask you to check this pdf very carefully and approve it 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 this 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 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

Books produced are subject to a variance in quantity of

+/-­‐5%. Variance is to be charged at run on rates.

Quotes for the manufacturing of books can vary due to exchange rates, materials costs.

Files supplied to YPS as print ready files are the responsibility of the supplier we cannot be responsible for hidden glitches within the files. We will interrogate your files using our software and offer you our advice to remedy any faults we discover.

We will wherever possible produce proofs to give a good likeness of the finished book although this will not always be exactly the same as the proof. The production run of the book may not be produced by the same process or on exactly the same paper. Our quote would be by the best quality and most economical process.

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 will invoice in full when we supply the final sign off pdf proof prior to printing. We cannot arrange the printing until we receive your payment and your approval to print.

If we are handling print only from your supplied files, we will invoice you for the amount of the print cost. We cannot arrange the printing until we receive your payment.

We will supply advance copies as soon as we have bound stock or we will arrange delivery of the stock.

York Publishing Services (YPS) Ltd

64 Hallfield Road Layerthorpe York, Y031 7ZQ 01904 431213

www.yps-publishing.co.uk

enqs@yps-­‐publishing.co.uk