

Book Creation

Policies and Procedures

We want you to have an incredible experience. In the interest of clarity, we have set forth our policies and procedures so you understand how this process will work.

By engaging The Infinite Power of You Inc. in the creation of your book, you are agreeing to and acknowledging the policies and procedures as laid out here:

PROCESS

We will accept all materials from you for formatting and editing at the beginning. After we have done the initial formatting, you'll be sent the file for review, at which time you can make requests for any changes. Then we will apply your changes and proceed to proofread your work, edit it for any spelling or grammatical errors. You'll then received the revised copy for final approval which is the last time to request changes. If you require additional changes after this final revision, it will be done at a surcharge of \$50.00 per request.

HOW TO SUBMIT WRITTEN MATERIALS

We will require materials to be submitted as editable Word Document(s).

Documents should be sent to: mccutcheondan@gmail.com

If you wish to use DROPBOX or GOOGLEDRIIVE to share, please consult Daniel at the e-mail above first to make arrangements.

If you are unable to submit your written material as Word Document(s) please contact Daniel to discuss other options.

NON-EDITABLE MATERIALS

If you have documents to send us that are essentially non-editable or locked, a common issue for entrepreneurs who have fancy PDFs for online courses, [often this is the case in image-based documents, such as PDFs, where the text gets locked into the background as an image] we can:

1. Turn each page of the document into high resolution images to insert into the main book document, this is at an additional cost of \$5 per page that needs conversion [please note because the text is not editable, we cannot edit the text on these pages].
2. We can re-write and recreate these pages from scratch, this is at an additional cost of \$25 per page.

ADDITIONAL MATERIALS

Please be sure to include:

- Your 2-3 sentence author bio for the back of your book cover
- A Headshot of yourself for the back cover
- If you have any book reviews you'd like added to the back cover, please include them
- If you have purchased copyright and/or ISBN please send us that information

SUBMITTING IMAGES

If you would like to send us images you have procured for your book interior, then:

1. Be advised these must be royalty free images that are also approved for commercial usage
2. Ideally, send us to the link to the image so we can download the highest resolution to ensure the best print quality
3. If you cannot send us to the link, for example if you've purchased a picture for use, please download the highest resolution version of the image, and send that to us

Images should be sent to: mccutcheondan@gmail.com

If you wish to use DROPBOX or GOOGLDRIVE to share, please consult Daniel at the e-mail above first to make arrangements.

We DO NOT accept images or files via CANVA.

INTERIOR FORMATTING

When we are creating your book, we will be properly formatting the book, anchoring text and images, removing superfluous spacing, etc. in order to make sure that the printing process keeps everything in place. Documents require a high-level formatting quality to ensure there is no 'shifting' when the publisher receives the documents. Even something as simple as hitting the enter key in the wrong spot can shift the entire document. For this reason, we will not send an editable version of the document during the creation process; please send us notes for changes separately.

BOOK COVER DESIGN

You will get a 30-minute phone consultation with Daniel to discuss your ideas for your book cover. If you have images or text as inspiration, please send it to: mccutcheondan@gmail.com

Once Daniel has the first draft of the book cover done, he will send it to you for you to review and request edits. 3 revisions are included. Additional revisions are \$50 per request.

INTERIOR GRAPHIC DESIGN

Just as with your book cover, Daniel will work with you to create the perfect images for the interior of your book. Interior graphics have 1 revision included. Additional revisions are \$20 per request.

CREATED IMAGE RIGHTS

When we create images for your book, they are your images, meaning you bought them and you hold the usage rights. You will get the final versions of these images sent to you at the end of the project.

We reserve the right to use your book cover or created interior images to showcase on our portfolio on our website and in any of our marketing materials.

RECEIVE FINAL FILES

When the book creation process is finalized, you'll receive PDF, Editable Word Doc, and KPF versions of your book.

PUBLISHING ON YOUR BEHALF

If you choose to have us publish your book, you'll be setting up a self-publishing account [such as on KDP] and providing us with the log-in access to upload your book.

As a security precaution, we request that you change your password after we have finished the publishing process.

REGARDING PAYMENT PLANS

If we agree to a Payment Plan for your Book Package, The Infinite Power of You Inc. reserves the right to give the client all the final book materials only after all payments in the agreed upon payment schedule have been completed.