



BOOK PUBLISHING TERMS & CONDITIONS

These Terms & Conditions outline the agreement between **Wealthwise Consulting** (The Publisher) and **Author** (Client) regarding the provision of publishing services. By engaging our services and making payment, you acknowledge that you have read, understood and agreed to these Terms.

1. PAYMENT TERMS

- A **100% upfront payment** is required before any work begins.
- Work only begins after both the **manuscript** and **proof of payment** have been submitted (emailed) to sara@wealthwisebookstore.com

2. PROJECT TIMELINE

Publishing takes **7 to 30 Days** from the time both the manuscript and payment are received. Actual book review date will be emailed to the author once the manuscript is assessed.

3. EDITING & CHANGES

- Review of manuscript and cover design should be done within 1 week from the date files are sent to the client.
- After receiving the initial edited digital files, you may request **one additional edit** in the event that you wish to make additions or omissions to the manuscript or cover design.
- Major rewrites, restructuring or adding new chapters that significantly change the scope of the manuscript will attract an additional fee of K1,000.

We aim to ensure clarity, accuracy and quality while respecting the author's unique voice.

4. COVER DESIGN

- After reviewing the draft, you may request adjustments.
- Wealthwise will provide **two additional cover versions** (two revisions) based on your feedback.

Further revisions beyond these will be billed separately at K950 for each design variation created.

5. REVIEW & APPROVAL STAGE

- Wealthwise will schedule an online **review session** with client.
- During this session, we will go through the manuscript layout, cover design and any final adjustments.

6. FILE DELIVERY POLICY

To protect the integrity of our work and publishing standards:

- We do not release editable designs or manuscript files.
- Once the book is approved and published, you will receive:
 - A print-ready PDF of the interior manuscript
 - A print-ready PDF of the final cover design

These files are suitable for printing but are not editable.

7. COPYRIGHT & OWNERSHIP

- You retain full copyright to your manuscript.
- By submitting your work, you grant Wealthwise permission to edit, design, format and prepare the book for publication.
- Wealthwise will display the book cover design for our portfolio, marketing and advertising.

8. AUTHOR RESPONSIBILITIES

The Author agrees to:

- Submit a complete manuscript in the required format (Word or PDF).
- Ensure all content is original and does not infringe on third-party rights.
- Respond promptly to drafts, edits and scheduled review appointments.
- Provide final approvals in a timely manner. Delays in providing feedback may extend the project timeline.

9. LIMITATION OF LIABILITY

Wealthwise is not responsible for:

- Sales performance or marketing outcomes.
- Copyright disputes arising from content supplied by the Author.

Our maximum liability is limited to the amount paid for the service.

10. ACCEPTANCE OF TERMS

By making payment and submitting your manuscript, you acknowledge and agree to these Terms & Conditions.