

## Do you charge for changes?

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When we quote and commence working on your manuscript it is on the understanding that you are supplying us with a **PRINT READY document** (*ready to print, edited and ready to be typeset into book or ebook*).

We are all human. Sometimes you might require just a couple of minor tweaks and our interior layout service agreement includes **one (1) round of up to twenty (20) collective 'minor revisions'**. Examples of minor revisions include:

a) **design changes** - headers, breaks, hyphenation changes.

b) **typographical errors** - author alterations such as punctuation, spelling, extra spaces between characters, missing words.

If you require additional changes however, more than we allow in the first round; extensive changes; or additional rounds of revisions then these changes (*time*) were NOT costed into our original quote/agreement with you (*additional designers time, admin and file transfer fees are involved with each round of changes you make*). If this occurs then yes you would be required to pay additional fees for extra typesetting/ designers fees / file transfer fees.

### **Why didn't you include more changes in the fees?**

If we had inflated your initial quote by 2-10 hours of designers time then of course we could have avoided these additional fees. But this is an unfair practice to authors. We believe you should only pay for the services you require. If you require changes you pay for them only after the first round - nothing more nothing less. We are always happy to make the alterations and keep time down to a minimum. It is important that you have a book free of errors.

### **It's only a few words to change that should be easy shouldn't it?**

Unfortunately not. As we work with your final manuscript the typesetter has laid out your book into pages (folios) in Indesign ...if you start to make changes then:

*One change can change the ending of a line...*

*Which can change the length of the paragraph...*

*Which can change the ending of the page...*

*Which can change the number of pages in the book and the pagination of the rest of the section where the change occurred...*

*Which can change the indexing, the table of contents, the lists of figures or tables.*

*You now have to pay the typesetter (designer) to go back and make the changes in the book, because it's a file on the book designer's computer in a page layout program. And if there are anchored graphics in your book, tables, charts, graphics or text boxes, they may all have to be adjusted, too.*

## Service charges for changes.

We're putting it **IN PRINT** and counselling you upfront, if you require numerous changes because your book was not edited, print ready or beyond minor revisions then unfortunately fees do apply. All additional fees are estimated and cleared with the author before proceeding.

**Important Notation:** *many author services companies won't tell you about these additional charges and it is a common practice because more money can be made from the unsuspecting author with author alterations fees. This is not our practice and we want you to ensure your book is PRINT READY before you start working with us (as best as humanly possible that is).*

# Situations resulting in additional fees:

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## COVER CHANGES

Cover file creations come with 1-3 rounds of changes depending on the cover service you selected. This is your time to carefully review your book.

You will receive during the process:

- a) the PDF version of your book's COVER. These files reflect the final cover which your print ready files will be created from.
- b) a COVER checklist will be given as a guide of what to check for.

Like all our services, we would prefer than you are happy with the cover so please let us know if changes are required after completion. If the cover requires changes after final files there are some fees involved especially if the file needs to be resubmitted to the printer platform.

- Designers Fee - \$75.00 per hour (min 1 hour) and includes re-loading of files. The changes must be highlighted on the electronic PDF document (cover or interior) and submitted to our office.
- Admin Fee - \$50.00 (re-load files to publishing platform /and email support)
- Ingram Fee - \$27 Ingram can/may charge for new files to be uploaded. This is deducted from your credit card on file - EACH FILE that requires changes ( cover and or interior)

**The minimum fee would therefore be \$125.00 (+gst) plus \$27.00 from Ingram.**

## INTERIOR CHANGES

### 1. Changes after 'Approving Style' sample.

We supply you with two sample layouts of your book using the font size, trim size, margins and other design elements that you may have communicated to us (designers checklist) or that will suit your book genre (children's picture book or novel).

We supply you with a style checklist to utilise as a tool to review your style samples (usually one or two chapters). Once you have selected a style and communicated your thoughts, signed off on the style checklist then we move forward. We ask that you don't approve the style checklist until you are absolutely sure that you like it because that sample chapter will be the template we use to format the remainder of your manuscript into your fully finished interior.

Should you, after you approve the sample chapter, decide you require changes to font size, trim size, margins and other design elements or require 'Author Alterations', font, or anything else you approved in the sample chapter, the cost is \$ 75 per hour with a minimum fee of \$ 75 for each round ( one set) of revisions. All these changes can add a SIGNIFICANT amount of time so you need to be decisive in the choices you make and please feel free to ask questions to help you make informed decisions.

### **Can I change the 'Font'?**

Choosing a font can be like going to the supermarket shelf - there are hundreds of thousands of fonts however that said we work only with fonts that are available for commercial use. If you require a font that we don't offer, you can locate and purchase that font (*author is responsible for this process*) and provide the files to us. We are more than happy to attempt to source a particular font for you (*if you know the name*) and invoice you for time spent and purchase costs ... the choice is yours.

## **2. Revisions to Interior (BEFORE PRINT READY FILES PROVIDED)**

If you have paid for Interior design service then once the full layout is complete we supply you with:

- a) the PDF version of your book's INTERIOR. These files reflect the interior which your print ready files will be created from.
- b) an INTERIOR layout checklist will be given as a guide of what to check for.

This is your time to carefully review your book.

Our publishing interior layout agreement includes one **(1) round of up to twenty (20) collective 'minor revisions'**. Examples of minor revisions include: design changes (headers, breaks), typographical errors, author alterations such as punctuation and spelling, and/or extra spaces between characters or words that were in the original submitted manuscript. *Please note: any errors that are identified as a result of an oversight or alteration by the Pickawoowo team, during the layout phase, will always be corrected at no additional cost to the author.*

If you want to make editorial revisions (e.g. you want to change content such as pink rose to red rose etc) or other minor revisions after the complimentary round, the cost is \$75 per hour with a minimum fee of \$75 for each set of revisions. Please note: each round of revisions can take between 5-7 business days, so please review and plan accordingly.

## **3. Revisions After Final Interior is Approved (AND PRINT FILES PROVIDED)**

Carefully reviewing the STYLE and INTERIOR layout prior to approval is absolutely crucial. Once you have given your approval to layout the final interior and it has been typeset, then any changes you request can prove to be very expensive. Once your book is typeset, although it has not yet to go to print the time to change is significant. Our designers will need to re-format and typeset the entire interior to new specifications and this takes a considerable amount of time. Therefore if you wish to make changes to the trim size a \$400 set fee applies. (Resizing margins a fee of \$300 applies). In addition any changes to font size, text variations etc, is \$ 75 per hour. This is chargeable as it is similar to completing a new book from scratch.

## 4. After Electronic Proof / Advance Copies or Post Print - Revisions

### PRINT ON DEMAND PRINTING

Once you approve the final interior layout (and cover) in electronic PDF form, the book is ready to print!

#### A. ELECTRONIC PROOFS

With POD platforms, the electronic proof is the print file utilised by the publishing platform for 5printing.(minus the word proof). Apply the pdf checklist for evaluation. Essentially, the electronic proof is NOT the time to check the content (editing) as this should have occurred at word document stage. There are significant fees involved if this electronic file requires changes.

However, we will gladly make any author alterations to ensure you are pleased with the final result. At post publication stage the following minimum charges will occur:

- Designers Fee - \$75.00 per hour (min 1 hour) and includes re-loading of files. The changes must be highlighted on the electronic PDF document (cover or interior) and submitted to our office.
- Admin Fee - \$50.00 (re-load files to publishing platform /and email support)
- Ingram Fee - \$27 Ingram can/may charge for new files to be uploaded. This is deducted from your credit card on file - EACH FILE that requires changes ( cover and or interior)

**The minimum fee would therefore be \$125.00 (+gst) plus \$27.00 from Ingram.**

#### B. ADVANCE COPIES

The physical copies you order from the printer platform are not a PROOF as such they are an ADVANCE COPIES of your actual book. Can you make changes? Absolutely, however similar fees apply as per the electronic proof section above.

### IF OFFSET PRINTING

Once you approve the final interior layout (and cover) in electronic PDF form, the book is ready to print! Usually ozalids are provided (proofs) but the costs to make changes to design layout with Offset Print runs can be SUBSTANTIAL and will be charged on an individual case basis.