

DEEPER REVELATION BOOKS

Contractual Agreement between Deeper Revelation Books (DRB) and Associate Authors (AA)

DRB Purpose / Kingdom Connection and Kingdom Advance:

- **Kingdom Connection**—A number of years ago the Lord spoke these words to my heart: “Kingdom Connections are very important.” I realized then, more than ever, how essential it is that we all find our niche in the body of Christ—our purpose, and the people we are chosen to “connect” with in order to fulfill that purpose. Deeper Revelation Books is prayerfully committed to this goal: not just building a company, but building up and edifying the body of Christ by entering divinely authored relationships. We are more interested in quality than quantity. We are focused, not just on printing books and making profits, but instead, on working together with fellow believers to reach this generation in a significant way. We know that this can best be accomplished by teamwork—partnering with gifted authors who have an inspired message from God to share—and then by empowering these authors to more successfully disseminate their insights by packaging their message with excellence. Yes, for all of us—“kingdom connections are very important.”
- **Kingdom Advance**—Deeper Revelation Books is interdenominational in its mindset and mission. We are Kingdom people. Our primary purpose is not to promote a single organization, but to advance the Kingdom of God in this world. We are especially looking for authors who are “Kingdom minded”—who have a vision to leap over denominational barriers and unite God’s people with Biblical revelation that is relevant, true, sound, prophetic and life-changing. We are also looking for authors who have a vision to reach those who do not yet embrace Christianity—not with confrontational apologetics, but with loving, gentle, effective, reader-friendly presentations of the Gospel (both non-fiction and fiction). We look forward to the prospect of uniting with you in your vision.

Basic Rights and Privileges of Associate Authors (AA):

- **Submission**—There is a small charge for manuscript submission and initial review, prorated according to the size of the book (on 8.5 x 11 sheets). Please review the Submission Requirements on our website before sending your manuscript. Not all books will be approved and accepted. We reserve the right to refuse to publish books not in line with our Statement of Faith or those we feel do not measure up to our standard of excellence.
- **Ownership Rights**—Associate Authors retain ownership of their books and copyrights.
- **Style Choice**—Associate Authors (AA) have the right to make the final decision concerning the style for the published work (fonts, design, length, chapter division, artwork).
- **Editing Privileges**—AA maintain final editing privileges in all areas (text content and layout, cover text and art). DRB will make suggestions concerning all of these issues, but the final decisions belong to the Author.
- **Freedom**—AA, if they choose to do so, are free to republish at any time (either self-publish or with another publisher) after one year from the publication date through DRB. A written request for removal from DRB is necessary. In such a circumstance, all consignment stock being stored by DRB for distribution and sales should be returned to the AA who will bear the related shipping cost. DRB may elect to purchase some of the product at the normal discount to fulfill any possible orders.

DRB Publishing House Commitment to Associate Authors (AA):

- **Book Production**—DRB will oversee all facets of the production of the book, which includes page layout, internal design and cover production. AA can elect to produce the text part of the book, but only if accepted computer-publishing programs are used according to the normal standard of the printing industry. DRB reserves the right to refuse production of a book if the AA refuses to comply with this standard or if the layout requested by the AA fails to measure up to the DRB standard of excellence, and AA refuses to comply. Under such circumstances, DRB can elect to dissolve the contractual agreement.
- **Cover Art**—DRB will develop the cover and submit it for approval to the AA. The author can develop the cover art himself/herself, if the AA is proficient in the publishing industry graphics programs that we use, and submit it to DRB for approval. If cover art is developed by DRB and not accepted by the AA, there may still be a basic charge for the graphic artists and the time involved. Once purchased, the cover art will become the property of the AA, however, DRB will retain the right to use the cover art for other purposes, such as promotion of the book or expansion of products for the AA.
- **Design**—At least two different examples for the internal design of the book can be supplied to the AA by DRB. Once a style is approved, production will proceed. If more than two design options are requested, there will be an extra charge per example.
- **Identification**—DRB will supply to Associate Authors the necessary ISBN and LOC (Library of Congress) numbers, as well as barcodes. These identification numbers (ISBN and LCCN) identify the author with DRB and can only be used in conjunction with DRB. If the author chooses to self-publish or publish through another company, new identifying numbers must be obtained (a normal arrangement). Also, for a small charge, DRB can obtain the expanded CIP (Cataloging in Publication) data in anticipation of sales to libraries.
- **Ordinary Distribution**—DRB will link its Associate Authors to various distribution companies so that their works can be obtained more easily by bookstores throughout the United States and the world. Presently, the primary distribution company we work with in reaching the Christian market in the U.S. and internationally is Anchor Distributors, a well-respected, leading distribution company in the Christian book industry. For the secular market, our distributor is Baker & Taylor, one of the more prominent distribution companies in the world. As we explore relationships with other companies worldwide, at times, AA books must be submitted for approval before the distribution is executed. A certain number of books from the AA will be set aside as free promotional copies for situations like this. Normally, distribution companies accept books on consignment and do not pay until actual sales take place.
- **POD (Print On Demand) Distribution to 26,000 Retailers**—We are also in a relationship with a POD (Print-On-Demand) company linked to Ingram Distributors called Lightning Source. Through this arrangement, our books are available to over 26,000 retailers, including large companies like Barnes and Noble and Books-A-Million and included in their online database.
- **Rights to Sell**—AA have a right to sell their products to individuals, ministries, companies, retailers or wholesalers who are not already in an established sales relationship with DRB or its contracted distributors. It is highly suggested, however, that all orders from bookstores, church bookstores and other retailers and wholesalers be directed through DRB and the various distribution companies that work with DRB. Usually bookstores prefer to work with

a distribution company, not individual authors or publishers. Furthermore, working with an established distributor insures, to a much greater degree, that final payment for books will actually take place. If AA sell their books to any retailers or wholesalers, it is strongly suggested that they only do so if payment takes place in advance.

- **Internet Distribution**—DRB will feature the works of its Associate Authors on its website free and provide the service of posting the works of its AA on various Internet websites, such as Amazon.com and BarnesandNoble.com (sometimes for a minimal charge). Inclusion in the DRB websites is an automatic privilege secured through the initial fee paid by AA.
- **Promotion**—DRB maintains a current list of talk shows (radio and television) for possible appearances and promotion of their authors. If an AA book is approved as an endorsed work, for various fees (TBD), DRB can produce and send the promotional package to these media ministries and contact them for scheduling appearances of its AA. When the marketing department of DRB sets up these interviews, all sales should normally be directed through the DRB office, unless the interviewer's station or ministry desire sales to be directed through their website(s), which is often the case. If an AA desires to ALSO direct potential sales to his/her website, this is acceptable with DRB. We would also appreciate the DRB site being mentioned as well. It should be noted, however, that the DRB website is a secure website providing credit card sales through Visa, MasterCard and Discover cards. Our AA may purchase the list of media contacts maintained by DRB (over 150 TV and radio interview programs) for personal use and promotion. Call our offices for a price quote.
- **Promotional Copies**—A certain amount of books will be set aside for free promotional copies, to be used by DRB for various purposes beneficial to the AA, including sending complementary copies to guest coordinators for various radio and television interview programs, churches, ministries and other promotional events. Authors will supply DRB these copies at no charge. With large print runs of 2,000 or more, DRB usually sets aside at least one box of books (usually 40 to 50 copies).
- **Other sales**—There will be other ways AA will be able to sell their products, for instance in the religious meetings (conventions, seminars, revivals) of other AA or through other means besides those that involve distribution companies. These other avenues of promotion and sales can be pursued by both DRB and AA.
- **Author Payments**—Payments for books sold through DRB are usually processed twice yearly, with income to AA by the end of August for January through June sales, and by the end of February for July through December sales. The two month delay after the six month mark is necessary in order to gather the sales records and payments from the various distribution and sales outlets.
- **Damaged Product**—If product is damaged in the warehouse of DRB, it will be responsible to pay AA the original cost per item for such products (not the retail price). If the product is damaged in shipment to or from our warehouse to or from printers, distributors, bookstores, etc., repayment will be sought from responsible parties according to pre-arranged agreements and DRB will not be liable for this damage.
- **Translations and Foreign Rights Sales**—We may offer translation services into other languages so that AA can offer their works in various world markets. More often, we pursue opportunities to sell DRB books to foreign publishers and will inform our AA when such opportunities arise. Such agreements are only finalized with the permission of our AA.

Expectations of Publishing House (DRB):

- **Originality**—Our AA must submit ONLY original materials for publication, or have proper permission agreements from authors or publishers of other works for the purpose of using lengthy amounts of material. Plagiarism is not tolerated. Short quotations from other authors and works must have proper citations. If after the production of a book, it is discovered that the AA has plagiarized materials, the AA will bear all responsibility, lawsuits and legal fees that may result. Also, DRB is free to dissolve its contract with the AA.
- **Publisher Fee**—With the signing of this contract, a third of the estimated cost of the project is due, unless special arrangements are offered by an authorized DRB representative. This is refundable if the contract is cancelled within seven days, minus the cost of work already done, plus a \$100 processing fee. It is 50% refundable within 14 days, unless the money DRB has spent on the project exceeds 50%. Then, only the amount left, minus a \$100 processing fee, will be returned to the author. After 14 days, no refund is available.
- **Payment Schedule and Shipping Charges**—Associate Authors pay for the production of their books and for the services provided by DRB. The following payment schedule will be followed for the development and printing of your book: 33.3% of projected cost is due once the project begins. Another 33.3% is due when book is ready to be sent to the design team. The final 33.3%, plus adjusted costs if applicable, is due once the proof copy is sent from the printer to DRB and approved (usually these are sent to the AA also, either digitally alone or both digitally and a hard copy). Final shipping charges will be due before the book ships from the printer to DRB and AA. Usually there is also a small overage (an excess of books) printed by the printer that must be paid for. This is a normal printing industry practice.
- **Doctrinal Soundness**—DRB will not produce any books that do not promote the doctrinal statement endorsed by this company. Please refer to the “Statement of Faith” found on our website. Normally, we go by the following rule: in essentials unity, in non-essential liberty, and in all things charity. However, there are some concepts that we will not promote as a company, like an excessive, extra-Biblical view of demonology, an omnipresent view of Satan, or views of the coming of the Lord that we feel are not Biblically sound.
- **Integrity Issues**—DRB expects all prospective and contracted AA to live exemplary Christian lives, to be people of honesty, morality, integrity and Biblical conduct. We do not and will not accept any books for publication that promote the acceptance of, or promotion of, behavior condemned by the Bible (e.g., use of pornography, fornication, homosexuality, adultery, abortion, excessive alcohol consumption, etc.). The leadership of DRB reserves the right to make this assessment according to our interpretation of Biblical standards. If AA are found to be living contrary to Biblical morality standards, or involved in a scandal, DRB reserves the right to dissolve the contractual agreement.
- **Proofreading and Editing**—All products being produced by DRB must be edited and proofread by the DRB staff, or those employed by DRB for such purposes, in order to be approved and prepared for publication or production. Normally, we have at least two to three proofreaders and one to two editors assigned to each book.
- **Product Agreement**—Though the final choices concerning the appearance of the published work remain the right of the AA, DRB must be in full agreement. Because each published work is a reflection of the company as a whole, certain standards of excellence must be upheld. If there are irreconcilable differences of opinion on the appearance of a work, either side may elect to legally dissolve the contractual agreement, providing all fees incurred up to

that time are paid. In some cases, to be decided by DRB, a partial reimbursement of the initial fees paid may be in order.

- **Maintenance of Stock**—DRB will maintain a stock of books authored by AA, the exact amount by mutual agreement, so that orders may be processed to customers in the most expeditious manner possible. Usually this stock is the property of AA, having been purchased by AA from DRB. It is merely stored on consignment by DRB in order to fulfill orders. When books are shipped directly from the DRB office, the resulting shipping charges will normally be charged to the AA.
- **Storage**—DRB reserves the right to charge a small warehouse-stocking fee for AA books, if a large number are stored with us. Usually we only keep a few boxes in stock at maximum and for this there is no charge. The majority of the books are usually shipped to the AA.
- **Books for Distribution**—All book orders to be sent to the various distribution companies must be fulfilled through the books held on consignment by DRB. Normally, all sales to retailers and wholesalers will be submitted to and fulfilled by DRB. Authors may sell to individual bookstores if they choose, but only if the bookstores do NOT have an established relationship with DRB. If the AA sells directly to bookstores, they subject themselves to risks that usually far outweigh any advantages—unless payment is made in advance. Most bookstores order in bulk from major distributors and in order to maintain their right to order stock, have to keep their bills with that major distributor paid. Consequently, at times, individuals who deal directly with bookstores may see their invoices put on the ‘bottom’ of the stack.
- **Personal Stocking Privileges of AA**—AA will be able to receive any amount of books that they desire to stock personally. This is to be decided mutually during the book production process. The AA will be responsible for any shipping fees. It is best to have them shipped directly from the printer to the AA when the printing takes place.
- **Approval of Final Product**—Final approval of a product by the AA is required before the product goes to print or into production. If, after the product is produced, the AA decides the work is unsatisfactory—and if the final work is the same as the proof copy that was initially approved by the AA—the bill must be paid and the product purchased by the AA. If the work is not the same as the proof copy approved by the AA and mistakes were made by the printer that render the product unusable to the AA, and if DRB is in agreement with this assessment, then DRB will appeal to the printer to either redo the product or reimburse the author for any cost of production. DRB will not be responsible financially in such a situation, but will stand by its AA in their appeal, if they feel it is a valid complaint.
- **Time Frame**—Once all files are submitted to the printer according to their specifications and they are deemed acceptable to them for production, usually the time period for the production of books is three to five weeks maximum to print and ship. We cannot guarantee it, but as a general rule, the AA can expect his/her book within this time frame.
- **Returns**—All books returned by bookstores or distribution companies will be subtracted from the total amount owed by the distribution companies to DRB and then from the amount DRB owes the AA. Usually, there is a return agreement between the distributors and the retailers (bookstores) they supply. There is normally a 60 or 90 day period, at the end of which retailers must pay for the products or send them back to the distributor.
- **Proper Method for Development of Product**—Unless other arrangements are made by mutual agreement, DRB will work directly with the printers, layout and design artists and graphic designers that will produce various aspects of a contracted product for AA. All

materials to be presented to these agencies or persons will be sent by the AA to DRB and then, once approved, DRB will pass these things on to the printers, etc. In like manner, any materials being returned by these businesses will come to DRB, then if necessary, to the AA. We will act as the sole representative of our AA throughout the publishing and distribution process, or representatives that we employ in this process.

- **Circumventing DRB**—By signing this contract AA are pledging not to circumvent DRB to work directly with the printers, graphic artists and other companies or individuals that we work with for up to two years after the book’s production, even on other projects—unless both AA and DRB have a mutual agreement allowing otherwise.
- **Trade Shows**—Whenever DRB participates in trade shows, AA will be able to show and advertise their products produced through DRB for a certain fee (determined for each show).

*LET’S TAKE THE ROAD TO SUCCESS TOGETHER!
AND REJOICE OVER THE FRUIT GOD GIVES THROUGH OUR JOINT- EFFORT!
WE ARE ALL PART OF A KINGDOM-TEAM THAT GOD IS RAISING UP
FOR HIS PURPOSES TO BE FULFILLED IN THE EARTH—IN THIS FINAL ERA!*

Associate Author Applicant

Date

DRB Representative

Date

Please do not sign and send this contract in until after you have contacted a DRB representative.

PLEASE NOTE THAT WE DO NOT PUBLISH EVERY BOOK THAT IS SUBMITTED TO US. WE PRAYERFULLY READ ALL SUBMITTED MANUSCRIPTS AND ONLY PUBLISH THOSE BOOKS WE FEEL WE CAN WHOLEHEARTEDLY ENDORSE AND PROMOTE.



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