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|  | **CONTRACT BETWEEN AUTHOR AND PUBLISHER** |

**THIS AGREEMENT** is between **UNITEN Press** (hereinafter called **"Publisher"**) and the other party, with details as mentioned below (hereinafter called **"Author"**).

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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IC No./Passport No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**THAT**

In consideration of the mutual convenants expressed in this Agreement for the publication of book entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(hereinafter called **“Manuscript”**), the **Author** and the **Publisher** agree as follows:

**COPYRIGHTS**

1. The **AUTHOR** has submitted a copy of the manuscript entitled as above to the **PUBLISHER.**
2. The **AUTHOR** assigns the rights to the **PUBLISHER** to publish the manuscript, publish it in other languages, and publish a translation of the manuscript itself or instruct another party to execute it.

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4. The **MANUSCRIPT** does not contain anything that could be considered insult or slander against another party.
5. The **AUTHOR** confirms that the manuscript has not been published or is under consideration for publication elsewhere.
6. The**AUTHOR,** as the editor of the work, has edited this manuscript thoroughly and responsibly.
7. The **AUTHOR** agrees if the manuscript of his creation is processed, edited or perfected by the **PUBLISHER** or another party and the incorporation of the editor's name or the name of another party in the published **MANUSCRIPT.**
8. The **AUTHOR,** together with the **PUBLISHER,** endeavours to prevent other parties to publish the manuscript without written permission.

**RESPONSIBILITIES OF PUBLISHER**

1. The **PUBLISHER** reserves the right to change or correct the MANUSCRIPT, set the book cover, font layout, book form, number of pages, illustrations, number of prints, price, and method of sale.
2. The **PUBLISHER** reserves the right to decide whether to publish the manuscript as an ebook version only or print book only or both.
3. The **PUBLISHER** will promote and market the **MANUSCRIPT** as much as possible.
4. The **PUBLISHER** is also given the right to expand the **AUTHOR's** work**,** part or all of the **MANUSCRIPT** into other forms such as videos, films, dramas, cassettes, compact discs, etc.

**ROYALTIES**

1. In return for the rights granted by the **AUTHOR** to the **PUBLISHER** as stated above, the **PUBLISHER** agrees to pay royalties to the **AUTHOR** at the rate approved by the university, as below:
2. The **PUBLISHER** determines the royalty payment rate to be paid to the **AUTHOR.**
3. The royalty will be based on the percentage (%) of the total net sales after deducting commissions to Sales Agent from the total number of print books and ebooks sold.
4. The **PUBLISHER** will pay the **AUTHOR** a royalty of 15% of net sales revenues on the first 201 copies sold and paid for.
5. Revenues from the first 200 sales are used to partially offset the publishing and marketing costs.
6. Royalties are not paid on print copies purchased by the **AUTHOR** at the special discount rate.
7. An annual accounting of sales shall be made by the **PUBLISHER** after 12 months from the publication date and each year thereafter.
8. The annual sales accounting will be sent after the end of March of that year.
9. Royalty statement will be issued to the corresponding **AUTHOR** followed by corresponding payments in April within the same calendar year.
10. For works produced by more than one **AUTHOR**, the royalty payment is divided to all **AUTHORS** with equal shares unless otherwise agreed upon in writing.
11. In the case of unequal distribution of royalties among the co-**AUTHORS**, please allocate the distribution of royalties as follows:

**AUTHOR NAME** **DISTRIBUTION (%)**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The payment method for the royalty to the **AUTHOR** will be done through the method deemed appropriate by the **PUBLISHER**, either by check or credited directly into the corresponding **AUTHOR's** bank account.

**PRINTING**

1. A single **AUTHOR** will receive five copies of the complementary printed book as proof of publication. When the author is more than one, each author will receive three complementary copies limited to only a maximum of fifteen copies per book.
2. When the **AUTHOR** is interested in buying his print book, the **AUTHOR** is entitled to a discount of 40 % (forty per cent) from the price of the book provided that the purchase of the book is made by the **AUTHOR** directly through the **PUBLISHER**.
3. The minimum order by the **AUTHOR** to purchase from the **PUBLISHER** at a discount price is set at least 50 copies at each time.
4. The sale unit from the purchase at a discount price will not be counted in the royalty payment. Royalties are not paid on print copies purchased by the **AUTHOR** at the special discount rate.

**REPRINTING**

1. The **PUBLISHER** reserves the right to refer to other parties it deems competent to make changes or improvements to the **MANUSCRIPT**, in the event of the **AUTHOR's** death or disability, after consultation with the **AUTHOR's** heirs or representatives.
2. The **AUTHOR** reserves the right to request the **PUBLISHER**'s decision**, on** whether the **PUBLISHER** intends to reprint the book. The **PUBLISHER** must provide a decision within three months from the time the book is sold out.

This Letter of Agreement is printed in two copies and signed by both parties, each has a copy for their keeping. This agreement was agreed and signed on ( ) day ( ) date ( ) month ( ) year ( ).

**Publisher**

Name : .......................................................................

Staff Number : .......................................................................

Identification Card/Passport

Number : .......................................................................

Address : .......................................................................

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Contact Number : Office: ............................................................

Mobile Phone:..................................................

E-mail : .........................................................................

Date : .........................................................................

(....................................................)

Signature

In front of witness :

Signature: ………………………………………………

Date:

Name:

Position:

Identification Card/Passport Number:

**Author**

Name : .......................................................................

Staff Number : .......................................................................

Identification Card/Passport

Number : .......................................................................

Address : .......................................................................

.......................................................................

.......................................................................

Contact Number : Office: ............................................................

Mobile Phone:..................................................

E-mail : .........................................................................

Date : .........................................................................

(....................................................)

Signature

In front of witness :

Signature: ………………………………………………  
Date:

Name:   
Identification Card/Passport Number:

**AUTHOR’S INFORMATION FOR ROYALTY PAYMENT :**

Book Title : ..........................................................................................

Author Name : …………………………………………..........

IC No./Passport No : …………………………

Office Tel. No: ………………

H/P No: ………………...........

E-mail Address: ………………………………………………………............

Permanent Home Address: ……………………………………………………………………….............................................................................................................................................................................................................................................................................

Bank Name: …………………………………..........

Bank Address: ..........................................................

Bank Account No: .........................................................

Other Authors Bank Information ( if any):

Name : ……………………………………………………………………….

IC No/ Passport No: ............................

Email Address : ...................................

H/P No: …………………….

Permanent Home Address: ...........................................…………………………..

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Bank Name: ..................................

Bank Address: ..........................................................

Bank Account No: …………………………………..........