

**STEPHANO**  
Book Designer, Page

**Stephen Tiano**  
Book Designer,  
Page Composer  
& Layout Artist

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## PROPOSAL

Prepared for:

[DATE]

Interior Page and Cover Design and Layout of

You provide: All final text in digital files  
All art to be included in the book  
A printout of the final manuscript/textfiles, as well as any art to be included and any other printed materials you want me to consult or consider

I will: Create sample interior pages (including all master pages and stylesheets)  
Discuss the sample pages to get your sense of what works and what might stand some improvement  
Make all adjustments and changes until you approve  
Upon approval of sample pages, finalize them into a template  
Resample any art (photos) that are less than 300 dpi and correct for color (balance/contrast of black and white), scale to size, and place in pages  
Make formatted, balanced interior pages from provided final textfiles imported into the approved template  
Concept and execute a cover using the art provided and with an original type treatment  
Create and provide the final, cross-platform, printer-ready PDFs—during the work process, when I send pages for you to review, they will be PDFs to screen resolution for easy emailing—after discussing with printer any necessary specifications for PDFs

Price: plus three copies of the finished book

Schedule: I will provide you the first complete samples within 14 days, although I may show you partial samples before that. Upon final approval—barring any unexpected, unusual,

unforeseen difficulties—the first pass of pages will be completed in 7 to 14 days from the final approval of the sample pages, with another one to three weeks for corrections, additions, and edits from you (of course, this can be affected by the amount of changes you seek). Any flexibility here will be dictated by the amount of time it takes for you to get back to me with any changes to the first pass of pages, and should you wind up rewriting portions of the book.

*Note:* This quote is for a book of approximately 200 pages. If, after the initial layout, the author does a major rewrite that requires remaking a substantial number of pages—20% or more—the client and I will discuss our numbers further. I note that this does not happen 99.99% of the time, but I must address the possibility

This quote is for the client's usage of one edition of the files I create for said book, but it includes unlimited reprints of that initial edition. In the event that the client decides to publish a new edition of the book at some future time, including new material from the author, or repurpose the files I created for an electronic edition, the usage of my work must be repurchased. Any necessary changes to the new edition will be made for a minimum to fee for changes to the title and copy right pages, plus a to per page charge for changes to individual pages, including but not limited to pages that change simply because of reflow resulting from changes to prior pages. In any event, if such changes become numerous enough to require changes to more than 100 pages then, at your option, we can negotiate a price for the whole new edition which will be capped at *no more than 50%* of the cost of the first edition.

With this agreement the client gives me permission to use a sample from this book on my website and in my printed samples packages for the purpose of displaying a representation of my work for prospective clients to see.

Upon the client's acceptance and signing of this agreement, one-third of the agreed-upon price is due, by check or money order payable to me simply as "Stephen Tiano".

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STEPHEN TIANO

Date:

Client Approval: \_\_\_\_\_ Date: \_\_\_\_\_