



Dear Authors,

At J Williams Book Publishing Company Services, we are dedicated to helping authors and visionaries bring their stories to life with excellence, integrity, and purpose. Our mission is to transform ideas into professionally published works that inspire, educate, and leave a lasting impact on readers worldwide.

We provide full-service publishing support for every stage of your journey, including manuscript development, professional editing, custom book design, formatting, printing, and global distribution. In addition to publishing, we also offer logo, business card, and flyer design to help strengthen your brand and professional presence. Whether you are a first-time author or an experienced writer, our team is committed to delivering high-quality craftsmanship and personalized service that honors your unique voice and vision.

Our goal goes beyond publishing books. We strive to build meaningful, long-term relationships with our clients while helping them establish credibility, expand their reach, and create a powerful legacy through the written word.

Thank you for trusting J Williams Book Publishing Company Services with your publishing and design needs. We are committed to completing every project with creativity, precision, and the highest standards of excellence. Your business card will be designed to be professional, high-quality, and a true reflection of you and your brand. You will be kept informed throughout the design process, and your feedback and reasonable revisions will always be welcomed to ensure your full satisfaction.

Thank you again for this opportunity. We look forward to working with you and creating something you will truly love.

Please read this agreement thoroughly and carefully before signing. By signing below, you confirm that you understand the terms, payment schedule, and services outlined in this agreement and agree to proceed accordingly.



J. Williams Book Publishing Company Services

Author Welcome Packet & Publishing Process

Our Mission

At J. Williams Book Publishing Company Services, we believe every author deserves guidance, professionalism, and a clear path to seeing their story published. Our process guides authors step-by-step from manuscript to a professionally published book, providing support, clarity, and transparency throughout the journey.

Step 1: Initial Consultation

Your publishing journey begins with a phone consultation where we discuss your manuscript, your vision for the book, your goals as an author, and answer questions about the publishing process.

Step 2: Agreement & Contract

If you decide to move forward, we will send you a publishing agreement contract. The author reviews, signs, and returns the agreement to officially begin the publishing process.

Step 3: Payment Confirmation & Manuscript Submission

The publisher will not accept or review any manuscript until the publishing agreement has been signed and either the first payment for the selected publishing package has been received or the package has been paid in full. Once payment is received, the author may submit the manuscript so the publishing preparation process can begin.

Step 4: Strategy & Project Planning Session

After the agreement and payment are confirmed, we schedule a second meeting by phone or video to discuss the author's vision, publishing goals, design direction, timeline, and, if applicable, payment plan.



Step 5: Book Cover Options

Authors may choose to have the publisher design their book cover or submit their own completed cover design. The publishing service price remains the same regardless of which option is chosen.

Step 6: Publishing Education & Walkthrough

We guide authors through formatting, printing, legal publishing requirements, and global distribution. All printed books are produced through Lulu.com, which provides a free ISBN number.

Step 7: Printing & Global Distribution

The publisher covers the cost of the first printed copy of the book and the global distribution setup fee. The first printed copy will be sent to the author. Any additional copies requested will be the author's responsibility.

Step 8: Author Support & Promotion Guidance

The publisher provides tips and guidance on promoting books and preparing for book signings. If the author would like the publisher to organize a book signing event, this service will require additional pricing.

Additional Services

E-book formatting and publishing, book-signing event coordination, and additional printed copies are available at an additional charge.

Manuscript Ownership Clause

The author retains 100% ownership and rights to their manuscript and published book. The publisher does not claim ownership of the author's intellectual property.

Publishing Timeline

Publishing timelines vary depending on manuscript length and author response time. Typically, the process takes approximately 2–8 weeks once the agreement is signed, payment is received, and the completed manuscript is submitted.



Author Responsibilities

The author must submit a completed manuscript, ensure the work is original, review materials in a timely manner, communicate clearly, and purchase any additional printed copies beyond the first complimentary copy.

Publisher Responsibilities

The publisher provides guidance throughout the publishing process, assists with manuscript preparation and formatting, offers cover design upon request, handles printing and distribution through Lulu.com, covers the cost of the first printed copy, and provides promotional guidance.

Cancellation & Refund Policy

Once the publishing agreement is signed and payment has been received, the publishing process begins. Payments are generally non-refundable because services begin immediately. If a project is canceled, payments already made are non-refundable for services already performed.

Confidentiality Clause

All manuscripts and materials submitted by the author are treated as confidential intellectual property. The publisher will not share, copy, or distribute the manuscript outside of the publishing process without the author's permission.

Ownership & Royalties As the author, you will retain full ownership of your work and receive 100% of the royalties from your book sales. J Williams Book Publishing Company Services is honored to partner with you in bringing your vision to life. We are committed to ensuring that your book is handled with professionalism, excellence, and care throughout the entire publishing process.



Subject: Publishing Agreement Confirmation –Book title: XXXXXXXXXXXXXXX

Dear Authors,

I hope this message finds you well.

This email is to formally confirm our phone conversation on **March 31, 2026**, during which you agreed or were still considering moving forward with **J Williams Book Publishing Company services** to publish your book titled: XXXXXXXXXXXXXXX

Author Contact Information:

Phone: XXX-XXX-XXXX

Email: XXXXXXXX@Gmail.com

For hard copy, soft copy, or ebook version, you have selected the 100-page **Publishing Package** from **J. Williams Book Publishing Company Services**, which costs \$400. Each set of 100 pages is priced at \$400. If you would like hard copy, soft copy, and ebook versions for each book, the total cost is \$1,200 for all three formats combined.

Payment Arrangement Agreement

This agreement confirms a payment arrangement for a **total balance of \$400.00**.

The payer agrees to send the manuscript and begin payments on Date **2026?** , and continue making payments every two (2) weeks until the balance is paid in full.

Payment Schedule

- **Date 2026?** – \$200.00
- **Date 2026?** – \$200.00



These payments will satisfy the agreed-upon total of **\$400.00**.

By agreeing to this arrangement, the payer commits to making payments on the scheduled dates listed above, or earlier, until the balance is paid in full.

Payments can be sent to:

PayPal: Bookwriter1978@yahoo.com

or Send Money To Cash App: \$48NHJT (Look for the RED DRESS)

Please note that **any services or requests outside of the \$400 publishing package will require additional fees**, which will be discussed and agreed upon in advance.

Agreement & Acceptance of Terms. If all details outlined above are correct, please reply to this email with your written confirmation so we may proceed accordingly.

By signing below, you acknowledge that you have **read, understood, and agree to the terms outlined above regarding the publishing services, pricing, and payment agreement, and that you will send them back by email.**

Client Name (Printed): _____

Client Signature: _____

Date: _____

Warm regards,

Jaquay T. Williams

Founder & Publisher

J Williams Book Publishing Company Services

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Email: Bookwriter1978@yahoo.com | Jacquayw90@gmail.com

Website: jwilliamsbookpublishingcompanyservices.com



Mission Statement

J Williams Book Publishing Company Services is committed to empowering aspiring and first-time authors to transform their stories, experiences, knowledge, and testimonies into professionally published books. Our mission is to provide high-quality manuscript development, professional book design, and personalized publishing support, guiding authors through every stage of the publishing journey.

We believe that every person has a story worth telling and a voice that deserves to be heard. Through excellence, integrity, creativity, and compassion, we work closely with our clients to help bring their ideas from vision to reality. Our goal is not only to publish books but also to help authors build confidence in their message and leave a lasting impact on readers around the world.

At J Williams Book Publishing Company Services, we are passionate about helping individuals overcome fear, uncertainty, and the complexities of the publishing process. We strive to make publishing accessible, affordable, and professional so that writers can see their dreams fulfilled and their voices shared across generations.

Our commitment is to support, encourage, and equip authors with the tools they need to turn their manuscripts into powerful books that educate, inspire, and transform lives.

