

# J. Williams Book Publishing Company Services

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## 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 they may submit their own completed book 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 2–6 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 cancelled, 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.