



Dear XXXXXXXX,

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.

Publishing Packages & Pricing

1–100 pages: \$400 (hard copy or soft copy, or eBook)

1–200 pages: \$800 (hard copy or soft copy, or eBook)

Premium Package (1–200 pages): \$1,200 (Includes hard copy, soft copy, and eBook)

Additional Services:

Translation Services: \$250

Ghostwriting Services: \$250

Any additional services not listed within these packages will be subject to additional pricing and must be agreed upon in writing before services begin.

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 must review, sign, and return the agreement before any services begin.

Step 3: Payment Confirmation & Manuscript Submission

The publisher will not accept or review any manuscript until the publishing agreement has been signed and either full payment has been received or a mutually



agreed-upon payment plan has been established in writing, and the first payment has been received.

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 expectations.

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**, which may provide a free ISBN depending on the distribution selection.

Step 7: Printing & Global Distribution

The publisher covers the cost of the first printed proof copy and the initial distribution setup. Additional copies, revisions after final approval, and bulk orders are the responsibility of the author.

Step 8: Author Support & Promotion Guidance

The publisher provides general guidance on marketing, promotion, and book signings. Any hands-on services, event coordination, or marketing management will require additional fees.

Revision Policy

Each publishing package includes up to 2 rounds of revisions. Additional revisions beyond this limit may result in additional charges.

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.

Copyright & Legal Responsibility

The author is solely responsible for ensuring that all submitted content is original,



does not infringe on copyrights or trademarks, and does not contain unlawful or plagiarized material. The publisher is not liable for any legal claims arising from the content of the manuscript.

Publishing Timeline

Publishing timelines vary depending on manuscript length, complexity, and author responsiveness. Standard timelines range from 3–12 weeks but are not guaranteed.

Author Responsibilities

The author must submit a completed manuscript, ensure originality and legal compliance, respond to communications in a timely manner, and approve drafts and final versions promptly.

No Guarantee of Sales

The publisher does not guarantee book sales, profits, bestseller status, or specific financial outcomes. The author must work on the market's own published book to gain Financial income. The author must inform readers that their book is available online.

Dispute Resolution

Any disputes arising from this agreement shall first be resolved through good-faith negotiation. If unresolved, disputes shall be handled through mediation or arbitration in the state of Pennsylvania before any legal action is taken.

Governing Law

This agreement shall be governed by the laws of the State of Pennsylvania.

Publisher Responsibilities

The publisher provides guidance throughout the publishing process, formats the manuscript professionally, assists with cover design if selected, handles distribution through Lulu, covers the cost of the first printed proof copy, and provides general promotional guidance.

Indemnification Clause

The author agrees to indemnify, defend, and hold harmless J. Williams Book Publishing Company Services from any and all claims, liabilities, damages, or legal



expenses arising from the content of the manuscript, including but not limited to copyright infringement, defamation, or unlawful material.

Independent Contractor Status

The relationship between the author and publisher is that of independent contractor and client. Nothing in this agreement shall be construed as a partnership or joint venture.

Force Majeure

The publisher shall not be held liable for delays or failure to perform due to circumstances beyond control, including but not limited to natural disasters, illness, internet outages, or third-party service disruptions.

Payment Terms

All payments must be made as agreed in the contract. Failure to complete payments may result in delays, suspension of services, or withholding of final files until payment is complete.

Cancellation & Refund Policy

All payments are **non-refundable** once services have begun. If a project is canceled, the author remains responsible for all work completed up to the cancellation date.

Confidentiality Clause

All manuscripts and materials submitted by the author will remain confidential and will not be shared outside of the publishing process without written consent.

Ownership & Royalties

The author retains full ownership of their work and receives **100% of royalties** from book sales. The publisher does not collect royalties unless otherwise agreed in writing.

Limitation of Liability

J. Williams Book Publishing Company Services shall not be held liable for sales performance, distribution platform decisions, delays caused by third-party services, or errors within author-provided content.



Final Acknowledgment

By signing the publishing agreement, the author acknowledges that they have read, understood, and agreed to all terms outlined in this document.

Subject: Publishing Agreement Confirmation – Book Title: XXXXXXXX

Dear XXXXXXXX,

I hope this message finds you well.

This correspondence serves as a formal confirmation of our phone conversation on **April 20, 2026**, during which you agreed to move forward with J. Williams Book Publishing Company Services for the publication of your book titled **XXXXXXXXXX**.

Author Contact Information

Phone: XXX-XXX-XXXX

Email: XXXXXXXX@gmail.com

Selected Publishing Package

You have selected the **1–200 Page Publishing Package (Soft Copy)** in the amount of **\$800.00**.

Payment Arrangement Agreement

The total balance due for the selected publishing package is **\$800.00**.

The client agrees to the following payment schedule:

- First Payment: \$200 due May 7, 2026
- Second Payment: \$200 due May 21, 2026
- Third Payment: \$200 due June 4, 2026
- Final Payment: \$200 due June 18, 2026



Payments are due on a **biweekly basis**. The client agrees to submit payments on or before the scheduled due dates until the balance is paid in full.

Failure to make payments as agreed may result in a delay, suspension, or termination of publishing services.

Payment Methods

Payments may be submitted through the following methods:

- **Zelle: 717-510-4985**
 - **PayPal: Bookwriter1978@yahoo.com**
 - **Cash App: \$48NHJT (LOOK FOR RED DRESS)**
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Manuscript Submission

The manuscript will be accepted once the first payment has been received. Publishing services will begin after both the signed agreement and initial payment are completed.

Again- Legal & Service Terms

The client acknowledges and agrees that:

- All payments are **non-refundable** once services have begun.
- The client is solely responsible for ensuring that all submitted content is original and does not infringe upon any copyright, trademark, or intellectual property rights.
- J. Williams Book Publishing Company Services is not liable for any legal claims arising from the content submitted by the author.
- The client agrees to **indemnify and hold harmless** J. Williams Book Publishing Company Services from any claims, damages, or legal actions resulting from the manuscript content.



- The publisher does not guarantee book sales, profits, or financial success. The author is responsible for making sure their book(s) get the financial success they desire.
- Services may be paused or withheld if payment obligations are not met.
- All disputes shall be resolved in accordance with the laws of the State of Pennsylvania.
- Any disputes shall first be attempted to be resolved through good faith negotiation prior to legal action.

Agreement & Acceptance of Terms

By signing below, you acknowledge that you have read, understood, and agreed to all terms outlined in this agreement, including pricing, payment schedule, and publishing services.

Client Name (Printed): _____

Client Signature: _____

Date: _____

Publisher Name: Jaquay Williams

Publisher Signature: _____ *Jaquay Williams* _____

Date: _____ April 20, 2026 _____



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.

Thank you for choosing J Williams Book Publishing Company. Services

Warm regards,

Jaquay T. Williams

Founder & Publisher

J Williams Book Publishing Company Services

Phone: 717-510-4985

Email: Bookwriter1978@yahoo.com | Jaquayw90@gmail.com

Website: jwilliamsbookpublishingcompanyservices.com