



KBQ Enterprises

P.O. Box 844 American Fork UT 84003-0844
(801) 318-9947 kbqenterprises13@gmail.com kbqenterprises.com

Terms of Service

Book Production

All clients will agree with the professional on the size and scope of each volume prior to the beginning of any work. This agreement will be put into a written contract to be signed by the client and the professional, with one copy furnished to the client and the other kept on file by the company.

- All books are completely customized to the client's needs and interests. Books can focus on a single individual, one family, several generations of an extended family, or an entire line. We also offer books documenting military service (a particular specialty), family reunions or vacations, courtships, weddings, anniversaries, birthdays, the school or sports activities of children, and even collections of family recipes. Ask us if you have an idea for a book type not listed here. Chances are we can make it for you.
- Book production is billed by the size and number of pages, as follows. These fees cover the layout, design and printing of the volume once all text and photos have been prepared.
 - 8x8", \$20 per page (add standard hard cover \$15)
 - 10x10", \$30 per page (add standard hard cover \$25)
 - 8x11" or 11x8", \$35 per page (add standard hard cover \$30)
 - 12x12", \$40 per page (hard cover only)
 - 11x14", \$45 per page (hard cover only)
- Additional upgrade options currently available (subject to change without notice):
 - Matte finish for hard cover
 - Dust jacket
 - Glossy pages
 - Die-cut covers in cloth, linen or leather (one cover photo of a predetermined size, no lettering)
 - Layflat pages: standard, deluxe (double thickness) or professional flush-mount
 - Full stitched leather or crushed silk cover with deluxe layflat pages (no photos or lettering on the cover)
 - Hardbound for books exceeding 110 pages: a quote will be given and must be approved prior to the print order being submitted
- Prices for these options vary by the size of the book. Clients interested in these options may request a quote at the time the book is being planned.
- Bulk discounts are applied for multiple copies of the same book.

- If additional research, writing or editing is wanted or needed to prepare material for inclusion in books, these services will be billed at the standard rate of \$45 per hour and the terms of service for these types of work will apply.
- Clients will be billed only for work done directly on their projects, and a complete accounting of all funds expended will be provided.
- Checks or money orders made payable to KBQ Enterprises will be accepted for payment. However, work will not begin until the funds have been cleared by the originating institution.
- All clients will be charged Utah sales tax on books as required by law. Clients residing in countries outside of the United States will be required to pay any customs fees or duties on their projects to their local government authority when the packages are received.
- Shipping charges and taxes will be itemized separately and are in addition to product prices.
- The complete cost of the book must be paid in advance before any work will be done.
- Books with demonstrable defects in materials or workmanship will be replaced free of charge. Otherwise, no refunds will be provided for completed books.
- Clients are responsible for obtaining written permission to use copyrighted photos or documents in advance, and such permissions must be submitted with the applicable materials before they will be included in books.
- The standard release issued by professional photographers who provide digital copies of their work will satisfy this requirement where applicable.
- Any contextual photos, documents or other items provided by the professional originating from other sources will be fully cited and used only in accordance with applicable laws.