

Standard Publishing Agreement

This Agreement is between RICHER Press (RICHER) and Doug Russell (author) for the work titled Emotional Intelligence for Technical Teams: Successfully Leading at the Working Level. Said parties entered into this Agreement on this date November 10, 2025; whereas,

General Terms and Conditions:

1. The author wishes RICHER to publish the work and grants RICHER the nonexclusive right to edit, format, print, advertise, distribute and sell, and ship the work in any way RICHER deems appropriate, and grants RICHER the right to distribute the work worldwide, and collect all monies for books sold by RICHER; RICHER agrees to pay royalties on a quarterly basis to the author, beginning with the last day of the first full month of publication.
2. It is the author's responsibility to submit their book file to us in a format consistent with the guidelines set forth in the RICHER Publishing Guide. Failure to do so can result in additional charges. RICHER will assess the manuscript for consistent formatting within a reasonable time-frame and will notify the author of any potential problems associated with the content or formatting. The author will be given the choice of having the file returned to them to make the adjustments or RICHER will provide a quote to modify the manuscript for pre-publication.
3. RICHER retains the right to determine the appearance of all on-line presentation including but not limited to, on-line marketing, listing, and eBook appearance.
4. It is RICHER's right to discontinue various promotional items/programs. Additionally, RICHER reserves the right to make substitutions of various promotional items/programs with or without prior notification of the substitution to the author as long as the item/program is of equal or greater value.
5. RICHER is not and will not be liable to the author or any other person/entity for lost profits or revenues due to, relating to or in connection with the submission of Work.
6. RICHER is not and will not be liable to the author for any misplacement or loss of the Work for any reason. It is the author's responsibility to retain complete records and copies of all materials/files relating to the Work pre and post publication.
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11. RICHER will provide a printed book proof to the author for review and to describe any changes that the author wishes RICHER to perform. All costs associated with such changes are detailed in the RICHER Publishing Guide.
12. RICHER reserves the right to reject any work for any reason at any time.
13. RICHER reserves the right to market the work, using methods it deems appropriate and have the right to market and distribute the book worldwide.
14. RICHER will issue a Form-1099 as required by the Internal Revenue Service based on IRS requirements and mandates.
15. Upon the author's completion of RICHER's "Proof Approval Form" RICHER will submit the Work to assorted distribution channels which may include e-retailers, websites, etc. but will not be liable for delays, errors, non-compliance of such distributors, suppliers, e-retailers, etc.
16. Upon the author's completion of RICHER's "Proof Approval Form" the author is authorizing that the Work is acceptable. Any changes or corrections thereafter will be subjected to RICHER's post-production submission guidelines and pricing.
17. Royalty statements will be sent on a monthly basis to the author via email only.
 - a. It is the author's responsibility to contact RICHER in the event they do not receive their statement via email in a timely manner.
 - b. It is the author's responsibility to notify RICHER of any change in their email address.
 - c. The royalty earnings period listed on the statement is always two months behind the royalty processing date (example: Royalties earned from January book sales will be paid on the statement sent to the author in March)
18. The royalty earnings period will be listed on the statement.
19. Royalty payments are paid to the author via check only. RICHER will pay royalties via check when and only after the total amount due in royalties exceeds \$25.00 US, unless the author is terminating publication.
20. It is the author's responsibility to notify RICHER in a timely manner of any change of address.
21. A check replacement fee will be charged to replace any previously issued Royalty payment checks.
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24. RICHER is not responsible for, but will endeavor to care for and return, submitted photos and artwork; and will not return any submitted CDs, floppy zip disks, or thumb/flash drives.
25. After the first full year of publication, RICHER will impose a \$52.00 annual distribution fee for all RICHER Press titles which fail to sell more than twenty-five (25) copies through the combination of all of the RICHER Press Wholesale Distribution channels in the prior year. This includes all e-Book sales and RICHER Direct Distribution channels.

The Annual Distribution Fee (ADF) shall be paid prior to January 15th of each year and will ensure that the title will remain active, in print and available to all of RICHER Press' global distribution partners. The title will also continue to receive all of the monthly support services including Book Sales Tracking, Author Royalty Administration, Monthly Royalty Payments, Wholesale Book Purchase Privileges and access to the RICHER Press staff & network.

Failure to make the Annual Distribution Fee (when applicable) will result in the termination of the RICHER Publishing Agreement and the distribution & all support services associated with the title.

Author Responsibilities

1. The author maintains that he or she is the sole author of work, and owner of the copyright and all of the contents of the work and has full power to enter into this Agreement; that he or she has not engaged in plagiarism with respect to the work; and that the author, if submitting work that is to include any content that does not originate from the author or to which the author does not own the copyright to, has obtained the copyright owner's written permission to use any such material and will provide RICHER with a copy of all written permissions for use at the time of submission to RICHER, and that all such uses will be so noted in the work; and will send a copy of the Copyright Form to RICHER after the form has been stamped and returned to the author by the Library of Congress.
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Details/Pricing/Royalty Structure for Various Methods of Publication

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3. Prices for all non-fiction books are based on our suggested list pricing guide (See the RICHER Publishing Guide).
4. Suggested list pricing for all non-fiction books can be raised in \$1.00 US increments, with a minimum of \$2.00 US, to increase the cover price of the book.
5. Authors will purchase copies of their own books based on the suggested list pricing guide located in our RICHER Publishing Guide.
6. Authors purchase copies of their own book at near wholesale unit prices or at least with up a 50% discount to suggested list price.
7. Royalty payments will be made to authors based on the nature of the sale (retail, wholesale, author purchases) as outlined in the *RICHER Publishing Guide*.
8. RICHER will retain final discretion over the cover price of the Work.
9. RICHER will assign one of its ISBNs to the book (or use existing ISBN for previously published work) and submit relevant information about the work to the "Books in Print" database.
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12. RICHER may, but is not obligated to, create web pages for the work so that it may be sold on its e-commerce website.

General Provisions

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A separate publishing agreement must be completed for each individual title being submitted. Please check off each of the following products that you are signing up for one title only.

Emotional Intelligence for Technical Teams: Successfully Leading at the Working Level

Title of Work to Be Published With RICHER Press

Doug Russell

Author's Legal Name

(As it will appear on royalty checks)

Author Name

(As it will appear in the book --- Legal and pen name do not have to be the same)

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(Where we will mail royalty checks)

P.O. boxes please)

Author's Street/legal Address

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