

Consultation Agreement

Prepared for potential Client

Created by Light Bright Publication

By signing below, you acknowledge and agree that you are the “Client”

**Light Bright Publication**

Consulting Agreement,

This Consulting Agreement (the “Agreement”) outlines the terms between Light Bright Publication (the “Consultant”) and Potential Author (the “Client”).

Background:

1. Light Bright Publication offers consulting services in publishing and design.
2. The Client wants to hire Light Bright Publication for these consulting services.

Agreement:

Both Light Bright Publication and the Client agree to the following terms:

**1. Consulting Services**

1. The Consultant agrees to provide its expertise to the Client about all matters related to Publication Including:
* Author Support
* Manuscript Preparation
* Editing/Proofreading
* Design
* Printing
* Marketing

 **2. Compensation**

For the Consulting Services, the Client has two (2) options:

1. Clients are required to pay the Consultant $21 or 30% of the total amount, which is $70 before the meeting is scheduled. Sending the remaining balance of $49 upon conclusion of the meeting.
2. Clients can pay the $70 in full prior to the meeting.
3. An invoice will be sent to the Client after each payment is received via the email provided to Light Bright Publication.

 **3. Terms and Conditions**

1. *Services Provided:* Light Bright Publication agrees to provide consultation services as described above. The services will be provided to the best of our ability and in accordance with professional standards.
2. *Payment Terms:* The client agrees to pay the consultation fee as stated above. Payment is due at time of scheduling. Failure to make payment by the due date may result in the cancellation of the consultation.
3. *Cancellation and Tardy Policy:* Either party may cancel or reschedule the consultation with at least 24 hours’ notice. If the client cancels with less than 24 hours’ notice, a $6 cancellation fee will apply bringing the remaining balance to $55. The client is entitled to a 15-minute grace period from the scheduled appointment time. After the grace period, an additional $6 fee will be added, bringing the total consultation fee to $75.
4. *Confidentiality:* Light Bright Publication agrees to keep all client information and discussions confidential and will not disclose any information to third parties without the client’s consent, except as required by law.
5. *Limitation of Liability:* Light Bright Publication’s responsibility for any damages related to this agreement will not exceed the amount paid for the consultation.

# Duration and Termination:

# This Agreement starts on [today’s date] and lasts until Consultation service is complete.

# Either party can end this Agreement at any time by giving the other party a 24 hours’ notice.

# **4. Applicable Law**

This Consulting Agreement will be governed by and interpreted according to the laws of the State of Illinois. Any disputes will be subject to the exclusive jurisdiction of the federal and state courts in Cook County, Illinois.

IN WITNESS WHEREOF, each Party has signed this Consulting Agreement through its duly authorized officer, as of the date set forth below.

Acceptance of Terms:

By signing below, the client acknowledges that they have read, understood, and agree to the terms and conditions outlined in this agreement.

**Best Regards,**

*Light Bright Publication*

Client’s Signature, Date

Light Bright Publication, 9/9/2024

Light Bright Publication, Date