



# Cornelius Staples LLC.

EBook & Paperback Contract

[www.MinisterStaples.org](http://www.MinisterStaples.org)

*“Built on Trust”*

[Services@MinisterStaples.org](mailto:Services@MinisterStaples.org)

This contract has been entered into on the \_\_\_\_\_ day of (month) \_\_\_\_\_ (year) \_\_\_\_\_ by Cornelius Staples LLC, and \_\_\_\_\_ (hereinafter referred to as “Client”). We do hereby enter into a contract under the following **terms and conditions**:

1. Cornelius Staples LLC. agrees to provide the services within the selected electronic format for \_\_\_\_\_ on date \_\_\_\_\_. **This does not include the time allotted for Amazon to live stream or distribute of the product.** (Author copies usually take an additional **(5) days including the delivery time.** (*Example: (2) Day Delivery is equivalent to (5) days plus (2) days which equals a (7) day delivery time*)
2. Cornelius Staples LLC. warranty shall provide its services and meet its obligations under this Contract in a (14) day timely and workmanlike manner, using knowledge and recommendations for performing the services which meet generally acceptable standards in Cornelius Staples, LLC's community and region, and will provide a standard of care equal to, or superior to, care used by service providers similar to Cornelius Staples, LLC on similar projects. (*It is the client's responsibility to send all necessary and correct documents within a timely and reasonable manner. Failure to do so will impact timetable of project. This will result with a new reasonable deadline not exceeding (14) days.*)
3. Cornelius Staples LLC. deadline(s) only reflects the electronic copies of the service(s) within the (14) day allotment beginning first day after 1st Payment and signed contract received by Cornelius Staples LLC. This does not constitute the liability of any Book Signing(s) or Formal Gathering(s) or any other Event(s). (*Cornelius Staples LLC. is further not liable for deadline extensions due to Client's negligence or formatting issues warranted by defaulted or corrupted documents.*)
4. Cornelius Staples, LLC, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Cornelius Staples LLC. or divulge, disclose, or communicate in any manner, any information that is proprietary to the client. Cornelius Staples, LLC and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination or completion of this Contract.
5. Client understands that once the agreement is signed, Cornelius Staples LLC. will begin performing work on my behalf and that Cornelius Staples LLC. will devote significant time immediately after 1st Payment and signed contract to the preparation of services as they apply to client's materials. As a result, Client understands and agree that, although Client may cancel at any time, the following non-refundable amounts will apply of 15% of the total package cost. Being that Cornelius Staples LLC. is "Built on Trust", 85% of the total package is refundable unless un-watermarked electronic copies of the product(s) are released. Cancellations by client must be documented within written form through fax, email, or mail. (*Due to the extensive workload and urgent priority to **Rushed Projects**, this selections cannot be canceled after 1<sup>st</sup> Payment and contract signing.*)
6. First payment of the agreed fee is required upon confirmation of Cornelius Staples LLC services. The remaining balance will be due weekly on scheduled date(s) until balance fee is paid in full. If services are cancelled due to an Act of God or dangerous situation, all parties may agree to reschedule the service. If the client does not desire to reschedule the selected service, following such an unlisted unforeseen event(s), then the client will not be responsible for the bill and will be reimbursed 100% of all fees. In the event of an emergency situation (i.e., personal/family-related illness, accident, death, other) that causes either party to cancel, if the client does not desire to reschedule services, then client will not be responsible for bill and will be reimbursed 100% of deposited fees. (*Documentation must be provided in unforeseen occurrences in order to receive 100% refund.*)

7. All disputes regarding the construction, interpretation and the parties' obligations under this contract will be governed by the laws of the State of Ohio, notwithstanding any of that state's laws to the contrary, regardless of the location of the engagement. The venue and jurisdiction for the resolution of any such disputes will be Hamilton County, Ohio.

Packages	Price	(Initial, as applicable)
Package 1: <i>Kindle Ebook Publishing</i>	\$397.00	<input type="checkbox"/> _____
Package 2: <i>Paperback Book Publishing</i>	\$697.00	<input type="checkbox"/> _____
Package 3: <i>Kindle Ebook &amp; Paperback Publishing</i>	\$1,197.00	<input type="checkbox"/> _____
* <b>Rushed Project</b> ( <i>48-72 Hours</i> )	\$150	<input type="checkbox"/> _____
<b>Total Price Selected</b>	\$ _____	<input type="checkbox"/> _____

**PAYMENT METHOD:**

Client agrees to:

**1<sup>st</sup> Payment** of (\$ \_\_\_\_\_) on the \_\_\_\_\_ day of (month) \_\_\_\_\_ (year) \_\_\_\_\_ addressed to Cornelius Staples LLC.

**2<sup>nd</sup> Payment** of (\$ \_\_\_\_\_) on the \_\_\_\_\_ day of (month) \_\_\_\_\_ (year) \_\_\_\_\_ addressed to Cornelius Staples LLC.

**3<sup>rd</sup> Payment** of (\$ \_\_\_\_\_) on the \_\_\_\_\_ day of (month) \_\_\_\_\_ (year) \_\_\_\_\_ addressed to Cornelius Staples LLC.

**Or**

**Full Payment** of (\$ \_\_\_\_\_) on the \_\_\_\_\_ day of (month) \_\_\_\_\_ (year) \_\_\_\_\_ addressed to Cornelius Staples LLC.

(Payment Cost Includes Hamilton County and State of Ohio sales tax of 7%)

**Payment Methods** are: (*PayPal*) or mailing (*Check*) or (*Money Order*) to: PO BOX 9563 Cincinnati, Ohio 45209.

Payments are not automatically deducted. It is the client's responsibility to make the payment on the allotted timetable. **Rushed Projects** do not qualify for the weekly payment plan in being that balance must be paid in full before all rights and watermarked services are transferred over to client. Failure to make payment in full or within a timely manner (**Exceeding 7 Days**) will be a breach of contract and deposits will be non-refundable.

If everything is satisfactory, please sign agreement and return it by email ([Services@MinisterStaples.org](mailto:Services@MinisterStaples.org)) or fax (1-513-672-0111). Services will be set to begin only after contract signing and within (24) hours after the posting of first payment.

Cordially,

Mr. Cornelius Staples

Agreed and accepted \_\_\_\_\_ Date \_\_\_\_\_.

Cornelius Staples, LLC.  
PO BOX 9563  
Cincinnati, OH 45209

Phone: (877) 233-5477  
Fax: 1-513-672-0111  
[Services@MinisterStaples.org](mailto:Services@MinisterStaples.org)

**I acknowledge that I have had the opportunity to review this contract, that I understand it fully and I agree to abide by it as of the date of my signature below.** A facsimile, electronic, or e-mailed copy of this agreement, with a written or electronic signature, shall constitute a legal and binding instrument. By setting forth my hand below I warrant that I have complete authority to enter into this agreement.

**Accepted and Agreed:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Client's Name**

**Address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Email:**

\_\_\_\_\_

**Fax:**

\_\_\_\_\_

**Telephone:**

\_\_\_\_\_

**Cell:**

\_\_\_\_\_

**Please email or fax this signed contract to 513-672-0111.**