

## ADDENDUM A – OPERATIONS MANUAL

The “one off” digital printing process utilized by HIS Publishing Group (HIS PUBG) through a third party printing house differs from that of a typical offset printing process. HIS PUBG requires that books submitted to HIS PUBG for print-on-demand set up meet certain criteria to ensure a quality printed product. The following HIS PUBG submission criteria will ensure the book is a good candidate for digital printing:

- Interior content should be one color black only. Color content that is submitted is reproduced as black and white.
- Exterior covers may be color or black & white. HIS PUBG produces four-color covers. Interior text pages are printed in four-page (two front/two back) single sheet “signatures.” HIS PUBG binding processes require that a completed book with spine text must be no fewer than 80 pages and no more than 1050 pages in length for books printed on crème paper, and 1200 pages in length for books printed on white paper; this includes front matter pages, index, appendix, and HIS PUBG’s final page containing a barcode and other production information. Completed books without spine text (hereinafter referred to as “low-page count” books) must be no fewer than 48 pages nor more than 76 pages in length; this likewise includes front matter pages, index, appendix, and HIS PUBG’s final page containing the check barcode and other production information. Authors that require spine text for a completed book of less than 80 pages, **MUST PAD** the book with a sufficient number of blank pages to reach a minimum of 80 pages. HIS PUBG will accept a minimum trim size of 4”x 6” and a maximum trim size of 8.5” x 11.688.” For the single copy on demand service, books will be resized to one of the standard trim sizes available from HIS PUBG. Titles made available for order to wholesalers and retailers require proper ISBN and copyright registration (ISBN must be changed if changing from hardback to paperback, etc.

### OFFSET PRINTING

HIS PUBG has books printed in any quantity. For larger quantity book orders, HIS PUBG does offer an offset printing option to manage costs for larger quantity print runs. Please contact your HIS PUBG representative to learn more about the offset process.

### SUBMITTING TITLES

Titles may be submitted by e-mail in digital format to [info@hispubg.com](mailto:info@hispubg.com), please add new title to the subject line of your email. We prefer to receive titles in MS Word format.

### TITLE SET-UP QUALITY ASSURANCE SPECIFICATIONS

Upon receipt of the book material and the title information entered on the website, HIS PUBG will review the material and ensure the book meets the HIS PUBG submission criteria as defined in this Operating Manual. Books that meet HIS PUBG quality submission standards will be processed and entered into the HIS PUBG digital library. A proof copy of each book submitted by authors to the HIS PUBG digital library is reviewed internally by HIS PUBG, but HIS PUBG does not act in the capacity of an editor with regard to content, spelling, punctuation, or content layout, nor does HIS PUBG pass judgment on the marketability of a book. HIS PUBG’s proof review is limited simply to quality production standards. If a book cannot be reproduced to meet HIS PUBG quality production standards, HIS PUBG will contact the author to discuss reproduction options. All books printed by HIS PUBG meet the following quality production criteria:

- The book has been produced in accordance with instructions the author provided to HIS PUBG
- Text is centered on the page or is consistent with the original submission.
- Pagination is correct and no pages are missing
- Cover color and positioning are consistent with the original author input
- Cover and book block have correct ISBN/EAN
- Text is skewed no more than in the original book
- Text pages are clean and de-speckled consistent with original submitted materials
- Changes to the front matter and/or back matter have been made per the publisher’s request
- On a best-efforts basis, halftone renderings will be consistent in appearance with the original book

- An EAN bar code is reproduced or created on the back cover of the book.
- Pricing on the cover of the book is added, removed, or updated as requested by the author

### **PRINTED BOOK QUALITY STANDARDS**

HIS PUBG and our third party printer perform quality checks on each book as it is printed. All HIS PUBG books are checked to ensure the following:

- All pages are included in the book, in accordance with supplied materials
- Cover is applied with correct vertical, horizontal, and angular alignment within 1/16 inch (0.0625 in.) or 2mm variance
- Binding is applied firmly and squared to the book block. No excess adhesive is visible after trimming.
- Book is cut square within 1/16 inch (0.0625 in. or 2 mm) variance
- Cover and Book Block match
- Print registration is subject to +/- 1/16 inch (0.0625 in. or 2 mm) variance
- Due to the volume of pages printed, it is not feasible for our printer to review each individual printed page to ensure quality. Considering this, HIS PUBG and our third party printer spot check a sample of books to ensure print quality is of a consistent high quality.

### **PUBLISHER AND INTERNAL PROOF COPIES**

HIS PUBG requires that all authors order a proof for titles submitted to HIS PUBG. HIS PUBG will produce the proof according to specifications defined above in the “Title Set-up” section. When the author approves the proof, the author accepts responsibility for any and all content quality issues not covered in “Title Set-up” section. The title will not be made available for printing until the proof is approved by both HIS PUBG and the author. If the author does not order a proof after the initial title submission, then HIS PUBG will review the proof based on our quality assurance specifications. It will be necessary for the author to move the title to production. At this point, the author accepts sole responsibility for any and all content quality issues outside of the specifications defined in “Title Set-up” section, including whether a book is marketably acceptable as printed.

### **ADDITIONAL CONSIDERATIONS WHEN SUBMITTING TITLES: REVISIONS OR RESUBMISSIONS**

Each revision or resubmission to a title sent to HIS PUBG is subject to Custom Services Fees as designated in **Attachment B – Fee Schedule**. If the title has open orders placed against it, revisions or resubmissions will be processed upon the completion of all outstanding orders. There is no guarantee with regard to how quickly these orders will be fulfilled and the revision or resubmission can be completed.

### **SUBMITTING CASEBOUND TITLES:**

Cloth-style case bound titles require text copy for spine production. Up to 42 characters (including spaces) may be used to stamp the title, author, and/or other text the author designates onto the spine. Characters available include the 26 upper and lowercase letters, numerals 1-10, space, period, comma, hyphen, quote, apostrophe, colon, semi colon, hash/pound sign, question mark, exclamation mark, dollar sign, ampersand, quotation marks, asterisk, and the two parentheses. Text is positioned on the spine of the book as the author designates during the title setup process. The same digital file or hardcopy book may be submitted for paperback and case bound editions provided the trim size is the same, however, a new copyright page containing the ISBN for that format may be needed. A unique ISBN is required by the book industry for each format.

### **EAN BARCODE AND PRICING**

HIS PUBG will place a barcode on the back cover of the book, with the appropriate EAN embedded in the barcode and the ISBN within the box above it. The standard size of the barcode is 57.6 points; however a barcode of up to 72 points can be inserted. If the price on the cover of a book should be added, deleted, or revised, please indicate this in the special instructions field when submitting a title. Specify if this change is to be made to the cover itself, the barcode, or both. No price specification will result in a 90000 extension on the barcode. The list price will not be printed on the book or in the barcode unless requested by the author. Cover price revisions made after the initial set up of the book will result in custom revision charges to the author at the rate described in **Attachment B – Fee Schedule**.

**Note:** The following will be printed on the last page of the book block: (1) the book's EAN bar code to ensure the correct cover is applied to the book block during production, (2) the country of origin (and city, if printed in the United Kingdom), and (3) a unique production tracking number.

### **BOOKBLOCK PAGE COUNT**

Text pages for books 6.69 x 9.61 and larger are normally printed in four-page (two front/two back) single sheet "signatures" while books 6.14 x 9.21 and smaller are normally printed in six-page (three front/three back) single sheet signatures. However, unexpected equipment failures could result in any of these books being printed in two-page (one front/one back) sheets. The author should end text of their book without padding blank pages, and HIS Pubg will add additional pages to achieve page counts divisible by two during the title setup process with the last page being blank (for the insertions of HIS PUBG's control number and the book's EAN-13 used during the cover/book block matching process when the book is being bound). The total page count of a book submitted to HIS Pubg for setup and manufacturing cost purposes will be based on this resulting multiple of two.

#### **By way of example:**

- Author submits book block with text that ends on page 217. HIS PUBG will add one blank page and store in digital library at 218 pages and manufacturing charge will be based on 218 pages.
- Author submits book block with text that ends on page 217 but pads to 218, with page 218 being completely blank. HIS PUBG will store 218 pages and manufacturing charge will be based on 218 pages.
- Author submits book block with text that ends on page 218. Although 218 is divisible by 2, HIS PUBG still needs a blank page, so HIS PUBG will add two pages and store at 220 pages and manufacturing charge will be based on 220 pages.

### **HARDBACK SPECIFICATIONS**

Hardback book blocks are bound in 50lb crème-white end leaves that match the color of the book block and glued into hardback cases. Books are dressed with headbands and footbands and bound into either printed four-color laminated cover or with acrylic-filled coating cover. For an extra charge we can foil stamp (silver or gold) the spine in an 18pt. Cheltenham Bold font. Cloth covered books are available in patriot blue or slate gray. Foil stamping on the front and back cover or the book is not available.

### **PAPERBACK SPECIFICATIONS**

Books are printed on 50lb offset, 512 PPI, white paper. Paperback covers are printed on white, 10 pt. stock and laminated. All paper is acid free and meets all ANSI standards for archival quality paper.

## **ADDENDUM B – U.S. FEE SCHEDULE**

### **NEW TITLE SETUP CHARGES**

Title setup charges are one-time “pre-press” charges paid by the author each time a new title is submitted to our printer’s digital library. A book that is submitted for both paperback and hardback formats constitutes separate submissions and is billed separate set up charges. If an author rejects a proof upon completion of setup by HIS Pubg, and the reason for the rejection is not the fault of the author, HIS PUBG will either work to correct the title, or credit the author for any setup fees that have been billed. If the author rejects a proof, and the reason for the rejection is not the fault of HIS Pubg, Existing Title Setup Charges will apply even if the author wishes to cancel the setup process.

### **PRINT CHARGES**

With the exception of low-page count books, the printing cost of each book equals the page count, times the print cost per page, plus the unit cost per book.

### **PRINT CHARGE EXAMPLE**

Base Charge \$1.93 per unit  
+150 pages x \$0.023 per page \$3.45  
Total print charge per unit = \$5.38

### **DIGITAL CATALOG FEE**

An annual Digital Catalog Fee is due at initial set up and each year thereafter for each title set up for wholesale ordering. The Digital Catalog Fee provides standardized BISAC subject coding with up to three subject categories, detailed title listings in all daily catalogs provided to US, UK and International distribution partners (subject to distribution rights information provided by the publisher), title summary (annotation), and cover image preparation. BISAC subject coding is required for any title setup for the distribution model. Ongoing changes and updates in price and discount are also included. Authors may remove a title at anytime, but there will be no pro-ration of the digital catalog fee. HIS Pubg has no control over or responsibility for any distribution partner’s erroneous display of data, failure to correct data errors brought to its attention, or the timing or delay of any changes to data. HIS Pubg will make best efforts to encourage the distribution partner to amend incorrect data.

### **CUSTOM SERVICE FEES**

HIS Pubg expects to receive a print-ready manuscript and cover, and will not perform work of an editorial nature such as proofreading, editing for content, typesetting, or making font alterations throughout a book. These services are available to the author, but are not mandatory. The author will be charged additional amounts for all editorial and design services contracted for off the website.

### **INGRAM ADVANCE**

Ingram Advance is a monthly catalog that is distributed to booksellers and libraries around the world. All digital titles are eligible to be included in *Ingram Advance* for a fee of \$150. Placement fee is included with our *Silver and Gold packages*. Titles are placed only once, when they are first released through HIS Pubg. With this marketing service, Ingram will produce a short paragraph describing the title. Retail pricing information and a black & white cover image will also be included. An author may request that a title be advertised in *Ingram Advance* only at the time a title is submitted to HIS Pubg for initial set-up. Titles submitted to Ingram Advance will not appear in the catalog until 3-4 months after the title has been approved to print.

## **PRODUCTS, SERVICES, PRICES AND TURNAROUND TIMES**

### **TITLE SET-UP - \$597.00**

#### **Set-Up Includes the Following:**

- I. Digital Text and Cover File Acceptance - must be submitted in the proper file format.
- II. ISBN Number – You own the ISBN – this is not an assigned number.
- III. US Copyright
- IV. Bar Code
- V. Ingram Distribution Channel
- VI. Using the distribution strength of Ingram Book Company, your book always appears in stock and available to all Ingram customers. With over 30,000 wholesalers, retailers and booksellers in over 100 countries your titles will gain the maximum exposure in the market today. With print to order, your book is printed and ready for shipment in 12 hours or less.
- VII. Your book will be shown on Amazon.com, B&N.com, Books A Million, and many other online retail sites. These sites control the content listed on their site and we have no say in that content.
- VIII. Distribution Program (First year price is included in the Title Set-Up Fee - \$24.00 per year after first year). With print to order, the traditional model is turned upside down by selling titles on a author's behalf and paying the author the wholesale price of the book, less print costs for each book sold through the largest network of distribution partners. Using ISBNs as identifiers, we print as orders are received from wholesalers, retailers or consumers so you're never out of stock of a desired book.
- IX. HIS Publishing Group Distribution Partners - We maintain relationships with the most comprehensive portfolio of booksellers serving consumers today as is evidenced by the list below. The practices of individual wholesalers and retailers determine whether your titles show as "in stock." Amazon will occasionally list a tile as out of stock for no reason. We do not have control over Amazon policies. However since Amazon purchases the book from Ingram, the book is always listed as in-stock by Ingram. US: Ingram, Baker & Taylor, NACSCORP, and Espresso Book Machine

### **BOOK PRICING CHARTS & BOOK SIZES**

Using your ISBNs as identifiers, we print as orders are received from wholesalers, retailers or consumers so you're never out of stock of a desired book. HIS Publishing Group also offers **Traditional Offset Printing** when your volume reaches a level where this becomes the most cost-effective approach.

## **PRICING CHARTS AND MISCELANEOUS INFORMATION**

### **PROVIDED ON THE FOLLOWING PAGES**

# BOOK PRICING

## **B & W INTERIOR**

FULL FOUR-COLOR CUSTOM COVERS  
PRICING CHARTS  
BOOK SIZES

## **STANDARD COLOR INTERIOR**

FULL FOUR COLOR CUSTOM COVERS  
PRICING CHARTS  
BOOK SIZES

## **PREMIUM COLOR INTERIOR**

FULL FOUR-COLOR CUSTOM COVERS  
PRICING CHARTS  
BOOK SIZES

## **MISCELLANEOUS INFORMATION**

**PLEASE NOTE:** HIS Publishing Group also offers *Traditional Offset Printing*. This option provides a more cost-effective approach once your volume reaches a certain level. Please call 214.265.1200 to discuss. Prices valid as of January 2022.

**BLACK & WHITE INTERIORS w/ Four-Color Custom Cover**

<b>SMALL PAPERBACK</b>	<b>LARGE PAPERBACK</b>	<b>SMALL HARDCOVER</b>	<b>LARGE HARDCOVER</b>
<b>18-1200 pages White Paper</b>	<b>18-1200 pages White Paper</b>	<b>18-1050 pages Without Jacket</b>	<b>18-1200 pages Without Jacket</b>
\$1.93 per unit + \$0.023 per page	\$2.03 per unit + \$0.032	\$8.06 per unit + \$0.023 per page	\$8.27 per unit + \$0.032 per page
<b>18-1050 pages Crème Paper</b>		<b>18-1200 pages With Jacket</b>	
\$1.93 per unit + \$0.023 per page		\$10.65 per unit + \$0.023 per page	

**Pricing Example:** Cost for small paperback with 120 pages printed on 50# paper would be \$4.69 per book. **Calculated:** \$1.93 per unit + \$2.76 (120 pages x \$.023) = \$4.69

**PAPERBACK SIZES (in)** - Perfect binding with a four-color custom cover in gloss laminate or matte finish.

**SMALL**
**50 # White or Crème Paper**

- 4 x 6; 4 x 7; 4.25 x 7; 4.72 x 7.48; 5 x 7; 5.060 x 7.810; 5 x 8; 5.25 x 8; 5.5 x 8.25; 5.5 x 8.5; 5.83 x 8.27; 6 x 9; 6.14 x 9.21

**50# White Paper**

- 4.37 x 7

**LARGE**
**50# White Paper**

- 6.625 x 10.250; 6.5 x 6.5; 6.69 x 9.61; 7.44 x 9.69; 7.5 x 9.25; 8 x 8; 8.5 x 8.5; 8.5 x 9; 6.625 x 10.25; 7 x 10; 8 x 10; 8 x 10.88; 8.25 x 10.75; 8.25 x 11; 8.268 x 11.693; 8.5 x 11

**HARDBACK SIZES (in)**
**SMALL**

- 5 x 8 - Four-color case laminate or Digital Cloth without jacket - 50# White Paper or Crème Paper
- 5 x 8 - Digital Cloth with or without jacket - 50# White Paper
- 5.5 x 8.5 - Four-color case laminate or Digital Cloth without jacket - 50# White Paper or Crème Paper
- 5.5 x 8.5 - Digital Cloth with or without jacket - 50# White Paper or Crème Paper
- 5.83 x 8.270 - Four-color case laminate or Digital Cloth without jacket - 50# White Paper or Crème Paper
- 6 x 9 - Four-color case laminate or Digital Cloth without jacket - 50# White Paper or Crème Paper
- 6 x 9 - Digital Cloth with or without jacket - 50# White Paper or Crème Paper
- 6.14 x 9.21 - Four-color case laminate or Digital Cloth without jacket - 50# White Paper or Crème Paper
- 6.14 x 9.21 - Digital Cloth with or without jacket - 50# White Paper or Crème Paper

**LARGE**

Four-color case laminate without jacket - 50# White Paper

- 6.69 x 9.61; 7.5 x 9.25; 7 x 10; 8 x 8; 8x10; 8 x 10.75; 8 x 10.88; 8.25 x 10.750; 8.5 x 8.5; 8.5 x 11



**STANDARD COLOR INTERIOR w/ Four-Color Custom Cover**

<b>SMALL PAPERBACK</b>	<b>LARGE PAPERBACK</b>	<b>SMALL HARDCOVER</b>	<b>LARGE HARDCOVER</b>
<b>18-900 pg. 70# White Paper</b>	<b>18-900 pg. 70# White Paper</b>	<b>Without Jacket 18-840 pg. 70# White Paper</b>	<b>Without Jacket 18-840 pg. 70# White Paper</b>
\$1.96 per unit + \$.049 per page	\$2.07 per unit + \$.078 per page	\$8.06 per unit + \$.049 per page	\$8.27 per unit + \$.078 per page
		<b>With Jacket 18-840 pg. 70# White Paper</b>	
		\$10.65 per unit + \$.049 per page	

**Pricing Example:** Cost for small paperback with 120 pages printed on 70# standard white paper would be \$7.84 per book.  
**Calculated:** \$1.96 per unit + \$5.88 (120 pages x \$.049) = \$7.84

**PAPERBACK SIZES (in)** - Perfect binding with a four-color custom cover in gloss laminate or matte finish. 70# white

**SMALL**

- 4.0 x 6.0; 4.0 x 7.0; 4.25 x 7.0; 4.37 x 7; 4.72 x 7.48; 5 x 7; 5 x 8; 5.06 x 7.81; 5.25 x 8.0; 5.5 x 8.25; 5.5 x 8.5; 5.83 x 8.27; 6 x 9; 6.14 x 9.21

**LARGE**

- 6.5 x 6.5; 6.69 x 9.61; 7.44 x 9.69; 7.5 x 9.25; 8 x 8; 8.5 x 8.5; 8.5 x 9; 6.625 x 10.25; 7 x 10; 8 x 10; 8 x 10.88; 8.25 x 10.750; 8.25 x 11; 8.268 x 11; 8.5 x 11

**HARDBACK SIZES (in) 70# white**

**SMALL** - Case Laminate w/o jacket or Digital Cloth w/o jacket

- 5 x 8; 5.5 x 8.5; 5.83 x 8.270; 6 x 9; 6.14 x 9.21

**SMALL** - Digital Cloth with jacket

- 5 x 8; 5.5 x 8.5; 6 x 9; 6.14 x 9.21

**LARGE** - Case laminate w/o jacket

- 6.69 x 9.61; 8 x 8; 8.5 x 8.5; 7.5 x 9.25; 7 x 10; 8 x 10; 8 x 10.88; 8.25 x 10.75; 8.5 x 11



### PREMIUM COLOR INTERIOR w/ Four-Color Custom Cover

SMALL PAPERBACK	LARGE PAPERBACK	SMALL HARDCOVER	LARGE HARDCOVER
18-900 pages Perfect Bound	18-900 pages Perfect Bound	Without Jacket 18-840 pages	Without Jacket 18-840 pages
\$1.96 per unit + \$0.10 per page	\$2.07 per unit + \$0.126 per page	\$8.06 per unit + \$0.10 per page	\$8.27 per unit + \$0.126 per page
	18-400 pages Perfect Bound Landscape	With Jacket 18-840 pages	Without Jacket Landscape 18-400
	\$2.07 per unit + \$0.126 per page	\$10.65 per unit + \$0.10 per page	\$8.27 per unit + \$0.126 per page

**Pricing Example:** Cost for small perfect bound paperback with 100 pages printed on 70# premium paper would be \$11.96 per book. **Calculated:** \$1.96 per unit + \$10.00 (100 pages x \$.10) = \$11.96

**PAPERBACK SIZES (in)** - Four-color custom cover in gloss laminate or matte finish. 70# white

**SMALL / SADDLE STITCHED**

- 5.5 x 8.5; 6.14 x 9.21; 6 x 9

**SMALL / PERFECT BOUND**

- 4 x 6; 4 x 7; 4.25 x 7; 5 x 8; 5.5 x 8.25; 5.5 x 8.5; 6 x 9; 6.14 x 9.21

**LARGE / SADDLE STITCHED**

- 6.625 x 10.25; 7 x 10; 7.5 x 9.25; 8 x 8; 8.5 x 8.5; 8 x 10; 8.25 x 10.75; 8.5 x 11

**LARGE / PERFECT BOUND**

- 6.5 x 6.5; 6.625 x 10.25; 6.69 x 9.61; 7 x 10; 7.5 x 9.25; 8 x 8; 8 x 10; 8 x 10.88;
- 8.25 x 10.75; 8.5 x 8.5; 8.5 x 9; 8.5 x 11

**LARGE / PERFECT BOUND / LANDSCAPE**

- 11 x 8.5

**HARDBACK SIZES** - Four-color custom cover in gloss laminate or matte finish. 70# white

**SMALL HARDCOVER: CASE LAMINATE OR CLOTH (WITHOUT JACKET)**

- 5 x 5; 5.5 x 8.5; 6 x 9; 6.14 x 9.21

**SMALL HARDCOVER: CASE LAMINATE OR DIGITAL CLOTH (WITH JACKET)**

- 5 x 5; 5.5 x 8.5; 6 x 9; 6.14 x 9.21

**LARGE HARDCOVER: CASE LAMINATE OR DIGITAL CLOTH (WITHOUT JACKET)**

- 6.69 x 9.61; 7 x 10; 7.5 x 9.25; 8 x 8; 8 x 10; 8 x 10.88; 8.25 x 10.75; 8.5 x 8.5; 8.5 x 11

**LARGE HARDCOVER LANDSCAPE: CASE LAMINATE OR DIGITAL CLOTH (WITHOUT JACKET)**

- 11 x 8.5

## MISCELLANEOUS INFORMATION

### Shipping & Handling:

Order Handling Fee - \$0.35 + \$0.25 Per unit Maximum Fee \$45.00

Shipping cost is based on published rates of shipping partners

### Silver or Gold foil Stamping on the spine of cloth hardback books:

\$45.00

### Text and Cover resubmissions:

\$60.00 per cover file / \$60.00 per text file

### Duplex Cover

\$0.30 Per cover printed

### Perforation

\$0.0035 Per page

### Additional Proof copies: (includes express shipping)

Black & White: \$40.00 for Paperback / \$45.00 for Hardback

Standard Color Paperbacks: \$45.00

Premium Color Paperbacks: \$50.00

Standard Color Hardbacks: \$50.00

Premium Color Hardbacks: \$55.00

### Distribution Channels:

Annual fee of \$24.00 per ISBN per year - 1st year is included in the initial set-up fee

## Printing Turnaround Times (Shipping Not Included Below)

All Orders	Paperback	Hardback
<b>Personal Orders</b>	10-14 business days	14 - 21 business days
From receipt and acceptance of order from the Client to HIS Publishing Group shipment of the order.		
<b>Expedited orders</b>	2-4 business days	5-7 business days
10% additional printing charge for expedited turnaround time order receipt and acceptance to shipping.		
<b>Print to Order / Wholesale Orders</b>	2-4 business days	5-7 business days
From receipt and acceptance of the order from wholesaler/distributor/retailer/bookseller to the shipment of the order to the wholesaler/distributor/retailer/bookseller		

### Please Note:

- HIS Publishing Group offers offset printing (1,000 minimum). Pricing depends on the size of the order and the type of book order you require. Please contact us for a quote.
- Author establishes wholesale discount to distribution partners - minimum discount is 20% / maximum discount is 55%
- If a title is deemed "Returnable" by one of our Author's they are responsible for the cost of the returned items plus any shipping cost associated with the return. Amounts will be deducted from royalty balances or an invoice will be submitted for payment.
- To order personal copies of a title - Email us at [info@hispubg.com](mailto:info@hispubg.com) or go to our website at [www.hispubg.com](http://www.hispubg.com) log-in and click on "Author's Corner" and fill out Author Order Form.
- Turnaround times may be affected by seasonal demand.
- We offer professional file conversion and management for Kindle™, NOOK™ and iBook™ please contact us for a quote.
- Using your ISBNs as identifiers, we print as orders are received from wholesalers, retailers or consumers so you're never out of stock of a desired book.