



Terms of Service and Refund Policy

Thank you for choosing SweetSpire Literature Management for your publishing journey! Please complete the form below with the necessary details about your book to help us tailor our services to your needs.

Author Name: _____

Email Address: _____

Phone Number: _____

1. Book Information

- **Book Title:** _____

- **Subtitle (if applicable):** _____

2. Preferred Book Format

(Please select one):

Full Color

Black and White

3. Book Trim Size

For Black and White Books (choose one):

5 x 8 inches

6 x 9 inches

8.25 x 11 inches

For Full Color Books (choose one):

8.25 x 11 inches

8.5 x 8.5 inches

Custom Trim Size:

Specify: _____

Note: SweetSpire Literature Management can accommodate special trim sizes not listed here. However, please note that these sizes may have limited distribution channels and reseller



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availability.

4. About the Book

Book Summary or Synopsis:

(Please provide a brief overview of your book, including key themes, plot, or subject matter.)

5. About the Author

Author Biography:

(Share a short bio about yourself, including relevant background or achievements.)

6. Cover Design Ideas

- I would like SweetSpire's design team to propose 2-3 cover ideas based on my book.
- I have specific ideas for my cover (please describe below).
- I already have a cover design.

If applicable, describe your cover ideas or preferences:

Designer Preference (if any): _____



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By entering into an agreement with us, you agree to the following Terms of Service and Refund Policy. These terms govern all services provided, including but not limited to book publishing, marketing, design, and distribution.

Terms of Service

1. **Scope of Services**

Sweetspire Literature Management provides a wide range of publishing and marketing services as outlined in the service agreement. The specific deliverables, timelines, and costs will be detailed in the signed agreement.

2. **Service Agreement**

Once signed, the service agreement becomes a legally binding contract. Both parties must adhere to the terms set forth within the agreement.

3. **Communication and Updates**

Sweetspire Literature Management will provide updates as milestones are achieved. Clients are responsible for responding promptly to ensure timely progress.

4. **Ownership Rights**

The Client retains all rights to their book and intellectual property. Sweetspire Literature Management will not claim ownership beyond the scope of the agreed services.

5. **Termination**

Either party may terminate the agreement with **30 days' written notice** in the event of a substantial breach of the terms. Notices must be sent to the appropriate email addresses listed under the "Notices" section below.

6. **Notices**

All official notices related to this agreement must be sent to the following email addresses:

- **info@sweetspireliterature.com**
- **fulfillment@sweetspireliterature.com**

Notices must come from the author's registered email address as stipulated in the agreement.



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Refund Policy

For Books

All book purchases, including printed copies and published titles, are final. Refunds are not provided for book-related transactions.

For Services

1. Refund Requests (0–60 Days)

Refund requests are permitted within **0–60 days** after the full signing of the contract, provided the fulfillment process has not yet begun. A **\$150 setup fee** will be deducted from the refund amount. Refunds will be processed within **30 business days** after cancellation is confirmed.

2. Once Fulfillment Has Started

No refunds are provided once the fulfillment process has begun.

Fulfillment includes, but is not limited to:

- Scheduling a slot for interviews
- Initiating the writing of a press release (PR) article
- Creating or producing any material involving SweetSpire Literature Management's collaboration with the client
- Starting the creation of deliverables such as cover designs, ISBN procurement, or Library of Congress Control Number registration

3. After 60 Days

Refunds are not provided after **60 days** from the signing of the agreement, regardless of fulfillment status.

Additional Terms

1. Dispute Resolution

Any disputes must first be addressed directly with SweetSpire Literature Management. Unresolved disputes may be submitted to arbitration in accordance with applicable laws.

2. Force Majeure

SweetSpire Literature Management is not liable for delays or inability to perform services due to circumstances beyond our control, such as natural disasters, technical issues, or government actions.

3. Modification of Terms

SweetSpire Literature Management reserves the right to amend these terms at any time. Clients will be notified of significant changes.