

# Makyn Press - Scope of Work (SOW) Agreement

Client Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

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

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Website: <https://makynpress.com>

## 1. Project Overview

This Scope of Work outlines the services to be provided by Makyn Press in relation to the project described above. The goal is to ensure mutual understanding of responsibilities, deliverables, timelines, and terms.

## 2. Services Included

Please check all that apply:

- Manuscript Review
- Copyediting
- Proofreading
- ISBN & Barcode Registration
- Metadata Optimization
- Interior Layout & Formatting
- Cover Jacket Layout
- Digital Designwork
- Video Integration
- Website Development
- Custom Illustration
- Author Branding Kit
- Handmade Touches
- Publishing Consultation
- Other: \_\_\_\_\_

## 3. Deliverables

- Deliverable 1: \_\_\_\_\_
- Deliverable 2: \_\_\_\_\_
- Deliverable 3: \_\_\_\_\_

## 4. Timeline

Estimated project start date: \_\_\_\_\_

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Estimated delivery date: \_\_\_\_\_

Revisions included: 1 (unless otherwise noted)

Additional revisions may be billed at \$35/hour.

### **5. Client Responsibilities**

The client agrees to provide the following:

- Final manuscript or content files
- High-quality images or graphics (if applicable)
- Responses to review or revision requests in a timely manner
- Approval of key milestones to avoid delays

### **6. Payment Terms**

Total project fee: \$\_\_\_\_\_

50% deposit due upon acceptance (unless otherwise noted)

Final balance due upon delivery of final files

Payment accepted via: PayPal, credit/debit card, or direct invoice

### **7. Rights & Licensing**

All materials created by Makyn Press remain the property of Makyn Press until full payment is received. Upon final payment:

- The client is granted a non-exclusive license to use deliverables for the intended publishing purpose.
- Original design/source files may be retained by Makyn Press unless previously agreed upon.

### **8. Agreement**

By signing below, the client agrees to the terms outlined in this Scope of Work and authorizes Makyn Press to begin the project as described.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Makyn Press (Amanda Clarke-Peterson): \_\_\_\_\_ Date: \_\_\_\_\_