



“Empowering your voice with art & soul”

Self-Publishing Book Doula Service Agreement

Are you ready to birth your book? I’m ready to help you. Book-birthing is a process and I am honored to be your Self-Publishing Book Doula. By the end of this journey, you will become a published author. Congratulations in advance!

Please review and approve where indicated, then return a signed and dated copy of this document.

This agreement is entered into between Coach, Dr. Phenessa A. Gray, and Client, _____, and pertains to self-publishing book coaching sessions/services that shall occur in person and/or over the phone/video chat service. Project will be completed within 90 Days from date signed depending upon deliverables from both Coach and Client.

The client agrees: I hereby employ Dr. Phenessa A. Gray as a Coach for the purpose of guiding me with respect to my self-publishing needs for the package described and outlined below.

Service Packages:

- Self-Publishing Pick-My-Brain Individual Coaching Session (\$150)** includes one (1) 45 – 60 minutes of answering any questions, issues, or concerns. **(15% off discount for four sessions) OR (\$250)** includes one session and written assessment (e.g., recommendations/research on related topic)
- Book Cover Design Package (\$500) include:** Three (3) design concepts within two weeks and client/artist contract **(Additional \$75 per edit after final product)**
- Self-Publishing Emergency Repair Package (\$500) include:**
 - ✓ One-month turnaround *(must have a complete, edited manuscript)*
 - ✓ A discovery call to determine how I can best support your writing and self-publishing needs.
 - ✓ Two 45 to 60-minute sessions via phone/video chat service per month with unlimited emails which includes: content review and feedback, client intake form discussion (if applicable; due 48 hours before each session), and reflections.



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- ✓ Brainstorming session and emergency improvement plan (discuss concerns with current product and areas of improvement)
- ✓ Basic copy editing and proofreading of your finished manuscript (up to 100 pages) to ensure it reads clearly and concisely and is free from errors and typos (*hiring an editor is highly recommended*).
- ✓ Repair existing cover design to fit print (**choose either the value or premium package if project needs to be re-created**)
- ✓ Repair existing interior book design & layout (**choose either the value or premium package if project needs to be re-created**)
- ✓ Up to fifteen (15) edits included with two (2) rounds of revisions
- ✓ Formatting your book ready for print via Amazon’s KDP Print platform
- ✓ Creation of Kindle Direct Publishing account in your name, and uploading of your book
- ✓ Information on how to promote your book and tips for newly published authors

☐ **Self-Publishing Value Package (\$875) include:**

- ✓ Three to six-month turnaround
- ✓ A discovery call to determine how I can best support your writing and self-publishing needs.
- ✓ Two 45 to 60-minute sessions via phone/video chat service per month with unlimited emails which includes: client intake form discussion (if applicable; due 48 hours before each session), content review and feedback, and reflections.
- ✓ Brainstorming session and concept-to-final product collaborative plan (A customized collaborative plan designed specifically for you that includes concepts, book layout & design ideas, related readings, topic-based research and findings, and writing prompts)
- ✓ Basic copy editing and proofreading of your finished manuscript (up to 150 pages) to ensure it reads clearly and concisely and is free from errors and typos (*hiring an editor is highly recommended*).
- ✓ Any industry-standard trim size
- ✓ Value cover design to fit print (one concept)
 - Simple cover layout
 - Selection of one royalty-free image to use on front cover
 - No image manipulation or design changes



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- Back cover text limited to 300 words
- Author photo
- ✓ Classic book layout and design (no customization, one image, no drop caps, no ornamentation, standard table of contents)
- ✓ Twenty (20) edits included with two (2) rounds of revisions
- ✓ Formatting your book ready for print via Amazon’s KDP Print platform
- ✓ Creation of Kindle Direct Publishing account in your name, and uploading of your book
- ✓ Information on how to promote your book and tips for newly published authors

☐ Self-Publishing Premium Package (\$1,250) include:

- ✓ Three to six-month turnaround
- ✓ A discovery call to determine how I can best support your writing and self-publishing needs.
- ✓ Four 45 to 60-minute sessions via phone/video chat service per month with unlimited emails which includes: client intake form discussion (if applicable; due 48 hours before each session), content review and feedback, and reflections.
- ✓ Brainstorming session and concept-to-final product collaborative plan (A customized collaborative plan designed specifically for you that includes concepts, book layout & design ideas, related readings, topic-based research and findings, and writing prompts)
- ✓ Basic copy editing and proofreading of your finished manuscript (up to 200 pages) to ensure it reads clearly and concisely and is free from errors and typos (*hiring an editor is highly recommended*).
- ✓ Any industry-standard trim size
- ✓ Custom cover design to fit print (three concept)
 - Two more design concepts based on your comments (if applicable)
 - The use of up to three royalty-free images (additional images used are \$15 each)
 - Image manipulation, such as cropping, background removals, blending, and merging of multiple images is included
 - Back cover text limited to 300 words
 - Author photo



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- ✓ Interior book design & layout with (customization, three images, drop caps, ornamentation, customized table of contents including page sections)
- ✓ Up to twenty-five (25) edits included with three (3) rounds of revisions
- ✓ Formatting your book ready for print via Amazon’s KDP Print platform
- ✓ Creation of Kindle Direct Publishing account in your name, and uploading of your book
- ✓ Information on how to promote your book and tips for newly published authors

Payment Procedure:

Fifty percent (50%) of payments are due upfront and before any services are rendered. Payments may be made by Cash App (\$EmpowerCR8IVE) or Zelle (phenessa@empowercreativeinc.com). **NON-REFUNDABLE**

Service: If, for some reason, you are not satisfied with my services, please communicate your findings, and I will try my best to alter my delivery of service to suit your needs.

Schedule Changes: If you need to reschedule a session, please give me at least 24 hours notice. If you have an emergency, we will work around it and make up the appointment. If you forget an appointment, we will not make it up.

Confidentiality: The Coach will honor the confidentiality of everything discussed with the client. In addition, the coach will not divulge that the Coach and Client are in a coaching relationship without the permission of the Client.

Above Agreed to by:

Client’s Signature

Print Name:

Date

Dr. Phenessa A. Gray

Date