

Sample GHOST WRITING TERMS OF SERVICE

Deliverables

I (Alaina Burnett) agree to provide a completed manuscript. The services I will provide include writing, transcription, rewording/rephrasing, and creative editorial services (I encourage the author to seek the service of a professional editor before the submission of the manuscript unless another agreement has been made between the author and publisher). I will provide a sized stylized manuscript which is used for determining the payment due to me as well as a standardized manuscript which is to be sent to publishers and agents. I will provide a publishing package which includes a query letter, book summary, author biography, and selected text from the manuscript. This agreement includes 20 hours of meetings (for all meetings, interviews, and joint editing). A timetable will be kept and available to the author at any time. Any meeting hours that are beyond the allotted 20 hours will be at an additional \$50.00 an hour charge. I will not be responsible for publication. Once the completed manuscript is delivered to the author (name), he or she is responsible for any further activities (including, but not limited to, acquiring an agent, acquiring a publishing contract, and marketing the book).

Ownership, Rights, and Authorship

I (Alaina Burnett) as the ghostwriter will not claim authorship, ownership, or rights of any kind to the finished manuscript. Once the project is complete and the author (name) pays me (Alaina Burnett) the agreed upon amount in full, all ownership and rights are transferred to the author (name).

Confidentiality (Non-Disclosure)

I (Alaina Burnett) agree to keep my role in the project and all associated materials confidential. The author (name) is the owner of the manuscript and holds the right to choose who knows of my involvement. Permission for me (Alaina Burnett) to discuss the project with the public or any third party must be given in writing by the author (name).

Payment

The amount agreed upon is based on an estimate of the number of pages of the manuscript. Adjustments must be made if the estimate is either high or low. If the manuscript has more pages than estimated, the author (name) is responsible for payment of the cost of each additional page. If the manuscript has fewer pages than estimated, I (Alaina Burnett) will adjust the final payment due at the rate of the cost of each page. Upon the signing of this agreement, a payment schedule must be determined and the first payment must be made. The agreed amount must be paid in full before the transfer of materials (including, but limited to, the completed manuscript, research documents, and interview transcripts). If at any point a payment is past due, all work on the project will cease until payment is received.

Termination

If I (Alaina Burnett) am unable to fulfill my duties as ghost writer all materials I have written or gathered from working on the project will be given to the author (name). I will retain all payments already made, but the balance of costs for the project will be null and void upon the termination of my role in the project. If I terminate the agreement, I will pay the author a \$200.00 termination fee. If the author (name) terminates the agreement at any time, I (Alaina Burnett) will retain all payments already made and will be given a \$200.00 termination fee paid by the author (name). The balance of costs for the project will be null and void upon the termination of my role in the project. If the author terminates the contract, all materials that were written or gathered from working on the project up to the time of the last payment will be given to the author (name).

Costs

Completion of Manuscript: \$100.00 per page of sized manuscript*

*sized manuscript: page number is determined by using the page size and estimated margins the book will print in (i.e. 6x9 inch book)

Estimate of Number of Pages: 150

Total Amount Due: \$15,000.00

Payment Schedule:

Payment Timetable (dates):

Project Completion Date:

By signing this document, the signers agree to the terms stated above and will be held legally responsible for fulfilling all terms.

Alaina Burnett

Date

(name)

Date