



Encourage Press Publishing Company

Reach For All that God Has For You

PO Box 1544 Blackwood NJ, 08012

www.encouragepress.com

Phone: 1-866-828-3222

Thank you for your generosity of spirit and willingness to sponsor an Encourage Press Publishing Company book signing event for one of our up and coming Christian authors. We, at Encourage Press Publishing Company, are dedicated to giving deserving authors of Christ-centered material an opportunity to reach an audience that will be spiritually blessed and enriched as they enjoy inspired works written by their brothers and sisters in Christ Jesus.

It is our desire to enter into a covenant relationship with our clients ... that mutual commitment in which each of us is honor-bound to fulfill our obligations to the other. We truly regret that we live in a time which precludes using the time-honored ritual of speaking one's commitment to another and being bound strictly by our words to fulfill our promises. With that in mind, we have prepared the Agreement that follows for your signature. We urge you to carefully and prayerfully read the Agreement before you sign.

May "the peace of God which passes all understanding keep your hearts and minds through Christ Jesus." **Philippians 4:7**

Sincerely,

Encourage Press Publishing Company

Attachment



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Letter of Agreement

This is an Agreement between you, _____, a Church/Ministry and Encourage Press Publishing Company relative to the book signing services you requested. Encourage Press Publishing Company's interests extend only to the success of the scheduled book-signing event. We will schedule the author of your choice to autograph the books you agreed to purchase on the date and time of your choosing, providing the requested date is available. The author will bring this agreement to the agreed upon book signing location. It must be signed by _____, the duly authorized Encourage Press Publishing Company representative, and the person your Church/Ministry has authorized to act on its behalf for this event. The copy you download from our website will also be signed by both parties, and serve as your file copy.

Church/Ministry will provide:

- An appropriate table, one large enough to hold a reasonable number of books and provide enough space for the author to sign books and two chairs – one for the author and one for an assistant.

Encourage Press will provide:

- The author of choice, an easel for an appropriate poster board, this Agreement, a camera and giveaways

Timetable:

- The Encourage Press Publishing Company author will begin the book signing *after*:
 - This Agreement has been signed by you and executed by our agent and,
 - Upon receipt of a check or cash to cover the cost of the books ordered by the Church/Ministry. Once these items have been taken care of, the author will remain until the end of the scheduled time or until all books have been signed.

Fees & Terms:

- Your Church/Ministry is responsible for the purchase of all books delivered for the book signing even if not all are sold by the time the book signing ends. Encourage Press will only bring the number of books requested by your Church/Ministry and ***payment is due at the time of the contract signing.***
- Checks should be made out to: Encourage Press Publishing Company
- ***Personal Checks will not be accepted.***
- *In the event your check is returned for insufficient funds, the Church/Ministry will have to absorb **any and all** bank fees related the check.*

Failure to sign the Agreement and/or make payment in full will result in the immediate cancellation of the book signing.

Encourage Press will take pictures only if authorized by the Church/Ministry. Pictures will be used on the Encourage Press Publishing Company website and for other Encourage Press promotional events. All pictures are the property of Encourage Press Publishing Company. Copies may be purchased for a nominal fee.

Representations & Liability:

Under no circumstances will Encourage Press Publishing Company be liable for incidental, special, or indirect loss or damage of books or for any amounts in excess of the fees Church/Ministry paid for books.

Confidentiality

Encourage Press Publishing Company will not disclose confidential information about this agreement to anyone or any entity without your consent. Any confidential information from you will be labeled as such; however, even without specific labels, Encourage Press Publishing Company will treat all documents/agreements as confidential. You are not required to credit Encourage Press Publishing Company with any contributions in connection with the book signing, unless we expressly agree otherwise.

Termination

Either of us may terminate this Agreement without prejudice with no less than three (3) business days *written notice* prior to the agreed upon book signing date.

If the Church/Ministry terminates this Agreement without the agreed upon three (3) days written notice, the Church/Ministry agrees to pay Encourage Press Publishing Company an amount not less than one half (1/2) of the total value of the number of books ordered by the Church/Ministry.

If Encourage Press Publishing Company terminates this Agreement without the agreed upon three (3) days written notice and *if an alternative date can not be mutually agreed upon*, Encourage Press Publishing Company agrees to pay the total value of the number of books ordered by the Church/Ministry.

If this Agreement meets with your approval, please sign in the space provided below. Encourage Press Publishing Company's authorized representative will execute this document, as well as sign the Agreement you previously downloaded. If you prefer, and have a copy machine available onsite, you may make a copy of the executed agreement for your files.

Thank you for your support.

May God bless and keep you always,
Encourage Press Publishing Company

Signature: _____ Date: _____
Encourage Press Publishing Company Representative

Signature: _____ Date: _____
Church/Ministry

This Agreement may be amended as needed at any time before execution, but must be agreed upon in writing by both parties.