

# ORDER FORM FOR THE LITTLE BOOK OF STORIES

**Between:**

Grosvenor House Publishing Ltd  
Link House, 140 The Broadway, Tolworth  
KT6 7HT (the Publisher)  
Tel: 020 339 6060

## The Little Book of



Email: [tamsin@grosvenorhousepublishing.co.uk](mailto:tamsin@grosvenorhousepublishing.co.uk) Website: [www.thelittlebooks.co.uk](http://www.thelittlebooks.co.uk)

**And** (please PRINT your school's name, full address, telephone, email and fax numbers below)

School Name:

Contact Name:

Position:

Address:

Post code:

Email address:

Tel:

Fax:

**The Publisher hereby agrees:**

- To publish for the School a Little Book of Stories containing fully typeset stories and/or poems of up to a total of 96 A5 pages and a full colour paperback cover for a price of £5.00 per copy with a minimum order of 30 books.
- To accept the complete book copy from the School using one of the methods outlined below.
- To refund the total cost (upon return of all of the published books), if the School is not completely satisfied.

**The School hereby agrees:**

- To order and pay for a minimum of 30 copies at a price of £5.00 per book plus £9.50 postage and packing within 30 days of receipt of invoice.
- To provide the Publisher with all of the short stories and/or poems plus contents pages to be included in the Little Book using one of the following methods (please tick which is applicable):

AS ONE WORD DOCUMENT UPLOADED VIA OUR WEBSITE

AS HANDWRITTEN MATERIALS USING OUR TEMPLATE AND POSTED

SUBMITTED ONLINE USING OUR SECURE WEBSITE MODULE

- To accept responsibility for proof-reading all of the book contents before submission.
- To pay the Publisher a rate of £35.00 per hour for any corrections to the stories/poems which are NOT of the Publishers making but are requested by the School.
- To provide the Publisher with a jpeg image of your school logo at 300 dpi and wording the School wishes to use on the cover.
- To allow **6 weeks** from the time the publisher receives all of the copy and artwork, for delivery of the initial order of books.

If you would like to order more than the minimum of 30 books in your initial order, please indicate here how many \_\_\_\_\_

Signed on behalf of GHP

Signed on behalf of the School

Date:

Position:

Date:

Please scan and email to [tamsin@grosvenorhousepublishing.co.uk](mailto:tamsin@grosvenorhousepublishing.co.uk) or post to Link House, 140 The Broadway, Tolworth KT6 7HT