**PUBLISHING MANAGEMENT SERVICES PROPOSAL**

**Prepared for:**

**Prepared by:** FAHIMTA LITERARY DISCOURSE

**Date:**

**I. Scope of Work**

This proposal outlines a professional publishing management package for authors seeking guided support through the self-publishing or hybrid publishing process. Services cover end-to-end project oversight, from querying publishers to supervising the final production of the book.

Under Traditional Publishing, the Agency Commission of 15% of the Author’s earnings from Book sales applies.

**II. Core Services**

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| --- | --- | --- |
| **Service** | **Description** | **Fee (₦)** |
| Initial Consultation & Assessment | Understand the author's goals and publishing path | 25,000 |
| Query Letter & Proposal Development | Crafting queries and submission emails to publishers | 30,000 |
| Publisher Research & Outreach | Identifying suitable publishers and sending queries | 50,000 |
| Negotiation Support | Handling costs, production, and rights negotiations | 50,000 |
| Editorial Oversight | Coordinating the editing process, feedback loops | 100,000 |
| Cover Design Coordination | Liaising with a designer for cover development and revisions | 30,000 |
| Manuscript to Production  Monitoring | Overseeing layout, formatting, and print-ready files | 100,000 |
| Final Proofing & Approval | Ensuring everything is in order before print | 25,000 |
| Communication & Follow-ups | Admin, calls, emails, and scheduling with publisher | 20,000 |

**Subtotal (Core Services): ₦300,000**

**III. Optional Add-ons**

|  |  |  |
| --- | --- | --- |
| **Service** | **Description** | **Fee (₦)** |
| ISBN & Copyright Registration | Assistance with registering ISBN and copyright | 20,000 |
| Marketing & Distribution Strategy | Guidance on launch, pricing, and platforms | 100,000 |
| Book Launch Planning Support | Coordinating physical or virtual launch | 150,000 |
| Book Review Coordination | Organizing professional or reader reviews  Personal Review | 60,000  150,000 |
| Blurb Writing | Back cover blurb and author bio | 15,000 |
| Proofreading | Final clean-up of grammar and punctuation | 50,000 |
| Substantive Editing | Rewriting for clarity, flow, and consistency | 60,000 |

**BOOK PROMOTION SERVICES**

This billing outlines individual service costs for digital and visual promotional campaigns to support the visibility and audience engagement of the author’s published work.

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| --- | --- | --- |
| **Service** | **Description** | **Fee (₦)** |
| **1. Social Media Book Promotion** | Strategic posts on Instagram, Facebook, Twitter/X, LinkedIn. Includes content creation, hashtags, and scheduling & community engagement for 2 weeks. | 150,000 |
| **2. Book Chats (Online or Physical)** | Organizing and moderating book discussions (e.g., Twitter Spaces, Instagram Live, Zoom sessions, or bookshop café events). Includes promotion and hosting support, flyer design | 120,000 – session |
| **3. Book Photography Promotion** | Curated lifestyle or studio photography for book branding. Includes cover, author portraits, and styled flatlays (10–15 edited photos). | 100,000 |
| **4. Visual Documentary Book Promotion** | A short promotional video (1–3 mins) capturing the book journey, author reading, or testimonial montage. Includes scripting, filming, and editing. | 170,000 |

**Optional Add-ons Total (if selected): ₦280,000**

**IV. Payment Terms**

* 50% upfront to commence services
* 50% upon completion of production or final file handover
* Payments are to be made to Account Name: Fahimta Literary Discourse
* Name of Bank: FCMB
* Account Number: 4086672019

**V. Validity**

This proposal is valid for 30 days from the date above. Services commence upon signing of the service agreement and first payment.

**VI. Approval & Acknowledgement**

**Client Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Service Provider Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_