

**PROFESSIONAL BOOK CONTRACT**  
**CHECKLIST**

1. (a) Name of Author  
(b) Name of Editor  
(c) Publisher
2. Title of Work
3. Date of delivery of typescript
4. Is there any copyright material?
5. Royalties
  - (a) amount
  - (b) increments
  - (c) deductions - publisher assist to Editor
  - (d) expenses for corrections
  - (e) dates payable: information in return - percentage
  - (f) number of copies sold deductions
  - (g) free copies
6. Ownership of copyright licence/assignment
7. Presentation copies:
  - (a) how many?
  - (b) rights to purchase film copies - amount
8. Second and further editions
  - (a) on what terms?
  - (b) if not accepted by author and editor - publisher rights
9. Remainders
  - (a) author right to buy back
10. Re-runs
  - (a) after what period of print
  - (b) reversion and termination
11. In the event of litigation
  - (a) who shall indemnify and for how much
12. Subsidiary rights for
  - (a) periodicals
  - (b) magazines etc