Professional Service Agreement

Part 1 of 2 / Scope, fees, and delivery

Provider: Mibsam Bahanan | nihmibsam@gmail.com | mibsambahanan.com

Client legal name: Agreement date:

Client email / address:

This draft becomes a project agreement only after the scope and fees are completed and both parties sign. It covers the provider's personal professional services, separate from CAPTG Foundation.

1 Project scope and deliverables

Project detail	Agreed terms — complete before signing
Project / selected service	
Included deliverables / format	
Word / page / website-page limit	
Excluded work / add-ons	
Start / target delivery dates	
Total agreed fee (USD)	
Approved third-party costs	

2 Payment

Unless the completed scope states otherwise, 50% of the agreed fee is due after signing, before work begins; 50% is due after approval of the final preview and before final files or launch support are delivered. The quote will identify any applicable taxes. No recurring charge applies unless separately agreed in writing.

Deposit amount: $ Balance: $ Payment method:

3 Revisions and changes

Unless the signed scope specifies a different number, two revision rounds within the agreed scope are included. Each round means one consolidated client feedback list. Additional pages, major rewrites, new designs, extra formats, or added rounds require a written change quote approved by both parties. Corrections to provider errors in agreed deliverables are included without an extra fee.

4 Timing and client input

The client supplies accurate content, licensed assets, necessary specifications, and consolidated feedback. Delivery dates depend on timely materials and responses. Client delays or changes may require a revised schedule agreed in writing. No date guarantees Amazon review or third-party approval.

5 Cancellation and incomplete work

Either party may cancel by written notice. The provider will itemize completed work and approved, nonrecoverable third-party costs. The client pays only for those items, up to the agreed fee unless an approved change adds costs. Any prepaid balance exceeding that amount is refunded within 14 calendar days. Paid-for completed work is delivered in its agreed format.

Professional Service Agreement

Part 2 of 2 / Ownership, approval, and signatures

6 Author ownership and account control

The client retains their original manuscript, brand assets, account ownership, and royalties. After full payment, the provider assigns to the client any rights the provider holds in original, project-specific deliverables. Third-party materials remain subject to their licenses; generic tools and templates are retained by their owners. Editable/source files are included only if listed in the scope. The client retains control of KDP, domain, hosting, tax, banking, and royalty settings; passwords are not requested in this form.

7 Book review and permission to publish

The client reviews and approves the final manuscript, cover, metadata, and price. Editing does not include specialist legal, medical, religious, or factual certification unless explicitly scoped. The client confirms publishing rights to submitted materials. Any generated content must be identified accurately for applicable KDP disclosures. No submission, republication, website launch, or portfolio use is authorized by this agreement alone: the client must approve each in writing.

8 Amazon, external costs, and results

Amazon KDP publishing is free to use; these fees pay for professional preparation and support. Printing, proof copies, advertising, paid ISBNs, domains, hosting, stock assets, and third-party services are excluded unless the scope includes them. The provider is independent and does not claim Amazon affiliation. Store acceptance, sales, rankings, earnings, and error-free outcomes are not guaranteed. Platform decisions and charges are outside the provider's control.

9 Confidentiality and use of AI tools

Both parties protect unpublished manuscripts and confidential project information. Materials may be used only for agreed work. The provider must obtain written client approval before sharing confidential material with external AI services or subcontractors and identify the tools and purpose. The provider reviews AI-assisted output and flags any known generated material for the client. Project materials will not be used for publicity or model training by the provider without separate written permission.

Approved tools / subcontractors, if any: _____

10 Final checks and resolving concerns

Before delivery or launch, the client reviews the final preview and reports needed corrections. Final written approval confirms the agreed scope is accepted; it does not waive applicable legal rights. Either party may raise concerns in writing, and both will first try to resolve them in good faith. Changes to this agreement require written agreement by both parties. The application is background information; only the signed scope, these terms, and approved changes define the contracted work.

11 Agreement and signatures

By signing, both parties accept the completed scope and these terms. Keep a copy of all three pages and any approved changes.

Client signature: _____ Date: _____

Provider signature: _____ Date: _____

Reference notes (checked October 2, 2026): Amazon KDP "Start publishing with KDP" and "Content Guidelines." Review this draft and confirm provider details, payment terms, and client-specific scope before use.

kdp.amazon.com/en_US/help/topic/GHKDSCW2KQ3K4UU4/
kdp.amazon.com/en_US/help/topic/G200672390