

Me Cool Ghostwriter
1234 Pullman Lane
Beverly Hills, CA 90210
Phone: 800.555.5678
E-mail: me@coolghostwriter.com

DD MM YYYY
Mr. XXX
1234 YYY Street
New York, NY

Dear Mr. XXX:

Thank you for contracting me to perform ghostwriting and editing of a nonfiction book about you and your life, in the spirit of the following books:

Become a Better You – Joel Osteen
Audacity of Hope – Barack Obama
Kite Runner – Khalid Hussein
The Success Principles – Jack Canfield
Three Cups of Tea – Greg Mortensen
The Alchemist – Paul Coelho

With your full cooperation and guidance, I will design and produce a manuscript of approximately 100,000 words, based on you and your life experiences. The final manuscript will be completed by December 31, 2010, barring any unforeseen delays. I will do whatever it takes to ensure we are always on schedule and that we meet any deadlines set forth in this letter-agreement and other written or verbal agreements.

This end result of this book project will be to submit the manuscript to New York trade publishing houses, plus other prominent literary markets, e.g. Chicago, Boston, Los Angeles, and Washington, DC. This also includes all reputable independent publishers.

If necessary, I will prepare a detailed marketing plan and then query via phone, email and/or in-person visits all major publishing houses (or literary agents). While I will make every effort to secure an excellent publisher on your behalf, I make no claims or guarantees that our manuscript will be accepted by a publishing house for

publication or literary agent for representation.

My responsibilities will include, without limitation, ghostwriting, interviewing, conducting research (as needed), documented fact-checking, market research (other books in this category), generating drafts for your review and markup, redrafting of the manuscript as required, and final rendering of a commercially viable and excellently written manuscript that meets book publishing-industry standards. If our project is terminated for any reason not due to my fault, then I will be entitled to a cancellation fee, according to the following schedule:

<u>% Completion</u>	<u>Cancellation Fee (compensation)</u>
25%	\$75,000
50%	\$150,000
75%	\$225,000
100%	\$300,000

This is a work-for-hire agreement, meaning that you own all intellectual-property rights to a manuscript and book we produce together. I irrevocably grant and assign to you all rights, title and interest, including all rights under copyright, trademark and patent law, worldwide, in and to the materials.

You shall pay me a flat fee of \$300,000 for the creation of a manuscript and additional editorial/agenting duties as outlined in paragraph 5 above. Fee will be remitted in the following manner: \$150,000 upon signing this agreement, \$75,000 for completion of the manuscript's first draft, and \$75,000 upon completion of the manuscript's final draft, including editing and polishing.

I will be responsible for all additional work-related expenses, including travel, lodging, meals and transportation, unless you are able to arrange any travel, lodging, meals and transportation. The latter arrangements should be a first priority.

I shall keep in confidence and not disclose to any third party or entity, or use for my own benefit any confidential proprietary information from you without appropriate prior written authorization. Exceptions: I may allow a third-party editor hired by me at my own expense complete access to any manuscript produced by me for you. Any third-party editor hired by me shall be legally bound to the same restrictions regarding confidentiality as I am. I shall inform you of my decision to work with a third-party editor and of the duties undertaken by that editor.

All notices to me shall be sent to Me Cool Ghostwriter, Cool Ghostwriter LLC, 1234 Pullman Lane, Beverly Hills, CA 90210. Please do not attempt to send any

faxes to me. Any documents can either be mailed to the above address or emailed to me at me@coolghostwriter.com. Phone calls may be made directly to my office, 800.555.5678.

This letter-agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any disputes between us shall be placed in mediation prior to any court proceedings. Mediation shall be in accordance with the laws of the State of California. All legal correspondence shall be addressed directly to my attorney, Mr. XYZ.

I promise not to compete with you or your ideas for this book project in any way whatsoever, and agree not to undertake any book project that is similar to your project for a period of two years after the completion of our book project. Similar means stories or materials about XYZ of any sort whatsoever.

I look forward to our long and fruitful association. And thank you once again for working with me on this exciting book project.

Sincerely,

Me Cool Ghostwriter

[Client Name]

Address:

Phone(s):

E-mail:

Signed: _____

[Ghostwriter Name]

Address:

Cool Ghostwriter LLC

1234 Pullman Lane

Beverly Hills, CA 90210

Phone: 800.555.5678

E-mail: me@coolghostwriter.com

Signed: _____