

We are pleased that you have chosen to partner with the GOVtips team. As a subject matter expert in your field, the GOVtips team is confident in your ability to make a significant contribution to what will serve as an informative workbook for government contractors.

Included in this package you will find a Roles and Responsibilities sheet outlining your tasks as a co-author. Also included is a matrix further detailing the roles of the GOVtips team. Please take the time to carefully read all attached documents before signing the included Co-Author Agreement. This is a legally binding document committing you to the duties outlined in this Co-Author package. By signing this document, you agree to all terms and commit to completely fulfilling all responsibilities of a GOVtips Co-Author.

Again, thank you for your interest in GOVtips. We look forward to working with you and hope to make this a successful venture for both yourself and the GOVtips team.

Sincerely,

The GOVtips Team

CO-AUTHOR ROLES AND RESPONSIBILITIES

As a GOVtips co-author, you will be responsible for all subject matter material- this includes all research, documentation, footnoting, referrals and notes. We also ask that you provide a personal biography including any credentials relevant to the proposed subject matter and any additional books or articles which you have authored. We ask that you please submit all material electronically in MS Word format.

GOVtips offers co-authors the opportunity to work with a GOVtips staff member to record subject matter material in an informal “interview” style format. The recorded interview material will then be transcribed by a GOVtips staff member and formatted for publishing. GOVtips will provide an author’s guide, and prior to your recording session, you will be required to submit a proposed outline and table of contents which will serve as a foundation for your recording session. All submitted material must obtain approval of a GOVtips staff member. A final recording schedule will be set once all materials receive approval.

In outlining your subject matter, you must keep in mind that the target readers have little knowledge of your area of expertise. As a result, we ask that you provide all relevant definitions for commonly used terms or acronyms in addition to templates or sample forms which may help to clarify the subject matter. GOVtips subject material is based on first-hand knowledge, so any case studies or lessons learned which you can provide will also be helpful.

If you are a current government employee, we ask that you furnish a letter releasing you from any potential conflict of interest. In addition, please provide a notarized letter certifying that all of the work which you provide is original and properly documented.

By contributing to a GOVtips workbook, you will be credited as either a co-author or contributing author. GOVtips maintains all rights to the book and will establish all author resale parameters. As a co-author, you will indicate how you will assist GOVtips in marketing the book and maintain limited distribution rights with GOVtips permission.

By signing the GOVtips Co-author agreement, you are agreeing to meet all required deadlines and fulfill all co-author responsibilities as detailed above.

CO-AUTHOR	GOVtips
Provide subject matter material	Provide an authors guide
Provide outline and table of contents for approval	Maintain the rights to the book
Provide all research, documentation footnoting, referrals, and notes	Grant approvals in a specified timeframe
Must meet all agreed upon deadlines	Credit as either co-author or contributing author
Provide bio, credentials relevant to subject matter and other books/articles they have authored	Responsible for obtaining all permissions
Provide relevant material excerpts not to exceed 2 pages	Establish author resale parameters
If a current government employee, must furnish a letter releasing them from any conflict of interest	Responsible for formatting and final edit of book
Provide a letter (notarized) certifying that their work is original and has been properly documented.	Responsible for fee structure (royalties), distribution parameters and pricing.
Maintain rights to limited distribution with GOVtips permission	
Assist GOVtips in marketing their book	

GOVtips, LLC CO-AUTHOR AGREEMENT

This agreement is dated _____ and is formed between _____, who has a place of business or resides at _____ (hereinafter referred to as the Co-Author); and GOVtips, LLC, a Virginia corporation.

Simultaneously herewith we are entering into an agreement to sell certain publication rights in and to a full-length book of the work named in this Agreement, _____, (hereinafter referred to as "The Work").

The following shall set forth our understanding with respect to our respective rights in the Work and the royalties and other considerations to which we may be entitled pursuant to said Agreement.

1. This Agreement is entered into in good faith. Signature from all parties named in this document indicate acceptance to the terms described in this Agreement.
2. The copyright in the Work shall be secured and held in the name of GOVtips, LLC for the term of the copyright, and for any additional or new copyright which may hereafter be embodied in any copyright law throughout the world.
3. The Co-Author represents that The Work is his/her original work. GOVtips, LLC will display the name of the Co-Author with the title of The Work on and in each copy published.
4. The Co-Author represents that he or she has obtained permission to use any copyrighted materials incorporated in The Work and the Co-Author is solely to be held responsible should there be any use of work that is not in the public domain.
5. The Co-Author will receive appropriate credit as the Co-Author of The Work.
6. Co-Author agrees to allow GOVtips, LLC, or their editorial staff, to perform certain minor manuscript editing without significantly changing the information or pertinent facts.
7. All moneys, advances, proceeds and other considerations which may become payable to us with respect to said Agreement and from the sale, lease, license or other disposition of any and all rights in and to The Work now existing or which may hereafter come into existence shall first be used to reimburse any outstanding expenses incurred by mutual agreement in writing and researching the book. GOVtips, LLC agrees to pay the Co-Author from the remaining funds royalties based on the following terms: ___% of the retail price for each unit sold. No royalties shall be paid on copies furnished free of charge for use in promoting or advertising The Work.
8. It is expressly understood that we hereunder do not intend to form nor shall this agreement be construed to constitute a partnership between us.
9. The terms of this Agreement shall be coextensive with the life of the Work.
10. No mutual expenses for which we are all responsible shall be incurred without mutual agreement.
11. The authorship of the Work shall be:
We will instruct the publisher that this name is to appear on the jacket and title page of the Work.
12. Each party hereto warrants and represents to the other that any material written or provided by him in connection with the Work is not in any way a violation of a copyright or common law or right of privacy and that it contains nothing of a libelous, obscene or illegal character, and each party agrees to indemnify and hold the other party harmless against any loss or damage arising out of a breach of any of the foregoing warranties or the other incorrectness of any of the foregoing representations.
13. In the event that one or two or any of us are unable or unwilling to continue or complete work on the Work, the others may complete work on the Work, without the assistance or advice of the co-author(s) who is unable or unwilling to continue or complete work on the Work. In that event, we agree to discuss modifying the relevant clauses of this agreement to reflect the new proportion of work we each will contribute, and, if we are unable to reach an agreement, to submit these negotiations to binding arbitration. We agree that we will not take any action that will harm the Work.
14. The terms and conditions of this agreement shall be binding and inure to the benefit of the executors, administrators and successors of each of us. Our respective signatures herein below shall constitute this

to be a complete and binding agreement between us. This agreement may not be assigned by any party without prior written consent of the others, except that any party may assign his share of the gross proceeds hereunder to a third person, subject to the terms and conditions of this agreement.

15. GOVtips, LLC makes no promises or guarantees regarding estimated sales figures.
16. Any changes in this Agreement must be in writing and signed by both parties.
17. This agreement shall be subject to the laws of the state of Virginia.
18. Co-Author's Work covered by this Agreement:

Co-Author's Signature and Date

GOVtips, LLC Signature and Date
