



PROSPECTUS

Melanie Schlatter, Owner

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MISSION STATEMENT

To provide a micro-publishing opportunity through association with IngramSpark to independent authors. To come alongside those authors who through their deeds, words, & works openly declare Jesus Christ as the Son of God, the only Savior by publishing their Title with the affiliation of a logo and established company connections. To provide a Christ-centered community to encourage and promote each Client's Titles.

UMBRELLA

Dot's Micro-Publishing House is a form of an umbrella company. This means its existence is solely for the purpose of offering a place for others to unite under and a central company to pay for multiple services. Dot's House does not operate with capital; therefore, services must be paid when rendered.

Dot's House does not offer traditional publishing services in marketing and sales. A Member's Guide to Marketing and Sales will be provided to those who sign the Management Agreement. However, actual implementation of the guide is up to each Client. Clients are encouraged share and utilize resources for a more successful endeavor.

Through the Dot's House Umbrella, the majority of the profits are given back to the Owner of the Title. Since all the costs of publishing a Title are rendered at the time of the service, Dot's House is able to pass on all the profits (minus a small logo royalty for those who wish the affiliation). This model not only allows each person to proceed through the publishing process at their own pace as funds are available, but encourages each Client to promote their Title which is the best form of promotion.

OPERATIONAL PLAN

Dot's House will operate on a Services platform. Services fall under three (3) categories: I. Title Submission & Publishing, II. Management, and III. Printing. Dot's House reserves the right to decline Services that are not in line with the Mission of the Company.

I. Title Submission: Anyone is welcome to submit a Title for consideration to Dot's House. A Submission form is requested, though not required, and can be obtained from the Website (www.dotsmicropublishinghouse.com). Dot's House reserves the right to refuse any Title for any reason.

Submission Process:

- ❖ Send a finished printed manuscript, preferably with Submission form, to: Dot's House, Submissions, 29051 200 Road, Lebanon, Kansas 66952.
 - If not using a Submission Form, please include an Introductory Letter which includes:
 - Name of Author
 - Title of Manuscript
 - Genre
 - Desired Services Requested for Consideration (Publishing, Management, and/or Printing)
 - Contact Information
 - Brief Synopsis of the Title
- ❖ OR Send a finished digital manuscript in PDF format to office@dotsmicropublishinghouse.com
Subject: Submissions.
 - Be sure to include the above Introductory Letter Information in the body of the e-mail.
- ❖ Dot's House will review the manuscript and send a reply via the contact information provided within 30 days of receipt.
 - Please note that manuscripts **WILL NOT** be returned.

I. Publishing Services: Depending on the type of Service, payment is due prior to the start of the Service or within 15 days of a submitted invoice. At the end of the Publishing Processes, the Client **MUST** sign the Management or Printing Services Agreement within 30 days or the Title will fall under the Cancellation Policy listed on page 9 of this Prospectus.

❖ **Editing Services**

- \$35/hour (5000 words = 1 hour)
 - Outsourced - Invoiced

❖ **Cover Design**

- Basic: \$300.00
 - Half Down Prior to Service, Remaining Due Before Released
 - Includes One Editing Session
 - Invoiced at \$30/hour for Additional Editing Sessions
- Special Cover Designs available at additional cost
 - Outsourced – Invoiced

❖ **Internal Formatting**

- \$125.00 flat fee
 - Due Prior to Service

❖ **EBook Formatting**

- \$100.00 for first version
 - Due Prior to Service
- \$25.00 each additional version
 - Invoiced

❖ **ISBN**

- \$35.00 per Title Format
 - Dot's House Must be Referenced on Copyright Page
 - Due Prior to Service

❖ **Upload to IngramSpark**

- \$30.00 flat fee
 - Due Prior to Service

❖ **Jump Drive of Files**

- \$25.00 for the first drive, \$5.00 for additional drives needed
 - Includes all applicable versions in .pdf, .docx, .jpeg, and any eBook paid formats, plus shipping

❖ **Press Release Distribution**

- \$30.00 Preparation Fee **PLUS**
- Any fee associated with distribution as discussed with client ahead of release
 - Outsourced - Invoiced

❖ **Book Signing and Event Consultations**

- Offered based on the Availability of Consultants
- \$50.00 retaining fee
- \$25/hour for personal appearance of consultant at event plus 50% travel expenses if airfare and hotel is involved
 - Outsourced – Invoiced

➤ **NOTE: AVERAGE COST TO PUBLISH A BOOK IS \$500-\$1300 DEPENDING ON LEVEL OF SERVICES AND TIME SPENT.**

II. Management Services: To continue under the Dot's House Umbrella with IngramSpark Distribution and Logo Affiliation, a Management Agreement must be filled out, signed, and returned to Dot's House with the initial Annual Fee via the United States Postal Service within 30 days of Final Title Approval. Renewal fees may be paid by mail or

electronically. Dot's House will send out an invoice after the first of the year. If for some reason Dot's House refuses the first Management Agreement, the initial fee will be returned to the Client, and the Cancellation Policy will be in effect as indicated on Page 9 of this Prospectus.

Requirements for Management Services:

Client Must:

- ❖ Be an Independent author (not in association with another publishing company).
- ❖ Understand Dot's House is an umbrella company and **will not** be providing **direct marketing or sales**.
 - Excluding Special Holiday Website Promotional Opportunities Listed Below (fees apply)
 - Excluding listing on Website Store
- ❖ Agree to abide by and act within the Mission Statement parameters. Meaning: actions, words, and works remain respectful, inoffensive, and cooperative.
- ❖ Pay a **\$60.00 yearly management fee** due to Dot's House at the time of the signing of the Agreement or **by January 31st** of each year on renewal.
- ❖ Agree to a **Logo Royalty of 20%** of the profit on each book printed through IngramSpark Distribution.
- ❖ Agree to pay additional compensation fees to Dot's House as specified to manage certain services.
- ❖ Agree to the other operational guidelines for Dot's House as listed in this Prospectus.

Benefits of Dot's House Management Agreement include the following:

- ❖ IngramSpark Distribution. Each title will be listed and managed by Dot's House under their account. This includes:
 - Processing of Orders
 - Both bulk and online through Dot's House Website
 - A **\$5.00 service fee** applies for Bulk Orders
 - Website orders will be processed **free of charge** up to 5 per month. After five, the \$5.00 service fee will apply. Clients will be notified when orders reach 5 in a month.
 - Handling all communications with IngramSpark, including any misprints or problem orders
 - Quarterly Sales Reports for each title
 - Distribution of profit minus royalties on a quarterly basis (based on designated payment options)
 - Payments will be made/mailed by the 5th of each month following the end of the quarter (April, July, October, and January of the following year)
 - Opportunity to advertise in IngramSpark Advance for a fee of \$85.00 (charged by IngramSpark and paid through Dot's House)
 - Distribution through IngramSpark to thousands of retailers
 - Online representation through IngramSpark Associates
- ❖ Assistance with Sales Tax filing, if applicable

- ❖ Representation on the Dot's House Website with blog contribution accessibility
 - Blog posts are automatically posted on Facebook and other Social Media Accounts
 - Includes Special Promotional Opportunities for a **\$5.00 participation fee for each** special to cover time spent to set up and take down website page and payment buttons
 - New Year's Special
 - Spring/Easter Special
 - Summer/4th Special
 - Fall/Black Friday Special
 - Christmas Special
- ❖ Free Member's Guide to Marketing and Sales which lists promotional tools, Book Award Information, and other resources (a precious time value)
- ❖ Affiliation with Christian Indie Publishers Association (a \$129 yearly value, **additional fees may be required to participate in certain benefits by CIPA** and paid through Dot's House)
 - Co-op marketing and advertising opportunities in the Christian marketplace
 - Representation for Clients' products at trade shows
 - Available for review through BookCrash (a books-for-bloggers program)
 - eBlasts to the Christian marketplace
 - Downloadable tools available through Dot's House Website
 - Christian Indie Awards opportunities
 - More benefits listed in the Member's Guide

➤ **NOTE: AVERAGE COST FOR MANAGEMENT SERVICES RANGES FROM \$60-\$200 BASED ON ACTIVITY AND LEVEL OF SERVICES. MONETARY BENEFITS FOR MANAGEMENT SERVICES AVERAGE \$150-\$300. VALUE OF TIME SAVED IN MANAGEMENT OF TITLES CAN ONLY BE MEASURED BY CLIENTS.**

III. Printing Service: Printing Services are offered to those who wish to have their Titles available for print with IngramSpark but do not want Dot's House to Manage their Titles. In essence, Dot's House through IngramSpark becomes a Printing House.

- ❖ The Dot's House Logo **will not** be placed on these Titles.
- ❖ The Titles **will not** be enabled for Distribution through the IngramSpark Channels and **will not** be available for purchase anywhere but through the Client.
- ❖ If the Client wishes to have Distribution enabled, they must:
 - Waive their Right to Distribution Compensation,
 - Any profits paid by IngramSpark from Distribution Channels will be considered payment to Dot's House in lieu of the Annual Management Fee.

- As of the date of this Prospectus, Distribution Compensation for current Titles runs between \$1-\$5 a month.
- Printing Service Clients may request a Quarterly Sales Report, if Distribution is enabled.
 - A Request MUST be submitted in writing by the 15th of the Month before the term ends. (March 15th, June 15th, Sept 15th, Dec 15th)
- **OR**, Sign the Management Agreement and pay the Annual Management Fee
- ❖ Clients may change their Level of Service by submitting a New Publishing Agreement or Notice of Cancellation.

Printing Order Process:

- ❖ Once a Title is ready for printing, the Client places a Bulk Order through Dot's House.
 - Orders can be made via phone, text, email, or written request.
- ❖ The Client pays for the Cost of the order (printing, shipping, & handling charged by IngramSpark) **plus a processing fee of \$5.00 per order.**
 - Client will be able to specify Printing Speed and Shipping Options as made available by IngramSpark.
 - An invoice will be issued by Dot's House.
- ❖ Once Payment is received, Dot's House places the Order, and the books are shipped directly to the Client.
- ❖ The Transaction between Dot's House and the Client is Complete.
- ❖ When the Client needs more books, they contact Dot's House to place another Bulk Order.

Incomplete or Problem Order Process:

- ❖ If there is a problem with the IngramSpark Order, it will be the responsibility of the Client to contact Dot's House and provide the necessary documentation. This could include:
 - Shipping the Misprinted Items to Dot's House
 - Taking pictures and e-mailing Dot's House
 - Providing the Batch Number or other IngramSpark Required Information
- ❖ Dot's House will contact IngramSpark and file the necessary documentation.
 - Initial Contact Fee \$10.00
 - To Be Paid Prior to Service
 - Depending on the severity of the issue, Dot's House will invoice the Client for additional Contact with IngramSpark as needed.
 - \$5.00 per contact

- **NOTE: PRINTING AND SHIPPING CHARGES VARY DEPENDING ON SIZE OF TITLE. HOWEVER, AVERAGE COST FOR PRINTING SERVICES RANGES FROM \$10-\$135 BASED ON ACTIVITY AND LEVEL OF SERVICES (HIGH END INCLUDES 2 ORDERS AVERAGING \$45.00, 2 CONTACTS WITH INGRAMSPARK, AND THE TOP AMOUNT FROM DISTRIBUTION COMPENSATION).**

Cancellation Policy:

- ❖ **Initiated by Client:** Written Notice of Cancellation must be received by Dot's House via United States Postal Service at Dot's House, 23051 200 Road, Lebanon, Kansas 66952.
 - Notice of Cancellation must include:
 - Name of Client
 - Titles to be Terminated with Dot's House
 - Desired Action for Terminated Titles
 - Transfer to different IngramSpark Account
 - ◆ Must be initiated by Client through IngramSpark
 - ◆ **\$30.00 fee for transfer** (must be included in Notice of Cancellation)
 - ◆ Transfer will be approved once Dot's Logo can be removed and re-uploaded to IngramSpark
 - Transferred to Flash Drive and mailed to Client (indicate address to be delivered)
 - ◆ **\$25.00 Flash Drive Fee** (must be included in Notice of Cancellation)
 - Includes cost of flash drive, shipping, and time to transfer files
 - ◆ Title files tend to be very large. If all the files cannot fit on one flash drive an additional charge of \$5.00 per drive will be required.
 - ◆ No electronic transfer of files is available due to size
 - Delete Files and Discontinue Printing of Title
 - Notice of Cancellation must include date with Signature of Client
 - If Notice of Cancellation is received without instructions regarding Titles, applicable fees, or no Transfer Request comes from IngramSpark after 30 days from postmark, Dot's House will make one (1) attempt to reach the Client. After that, Titles will be Deleted from Dot's House IngramSpark account.
 - Dot's House cannot be held accountable for Deleted Titles after the 30 days.
- ❖ **Initiated by Dot's House:**
 - If the management renewal fee is not received by January 31st of any given year the following procedure will take place:
 - A Reminder of Management Fee Payment will be sent out
 - If no payment is made within 15 days, a Notice of Cancellation will be mailed out

- Client will have 30 days from the postmark on the Notice of Cancellation to:
 - ◆ make Management payment or
 - ◆ make other arrangements for their Titles
- At the end of 30 days, if neither action above has occurred, Titles will be Deleted and Discontinued from printing.
- Dot's House cannot be held accountable for Deleted Titles after the 30 days.
- Dot's House reserves the right to terminate any management agreement at any time through the following procedure:
 - Mailing a Notice of Cancellation via United State Postal Service to Client
 - Notice of Cancellation will include the same information as listed above giving the Client the Option to Transfer or Delete their Titles.
 - Client will have 30 days from postmark to make other arrangements for Titles listed in the Notice of Cancellation
 - If no arrangements are made Titles will be Deleted and Discontinued from Printing after the 30 days
 - Dot's House cannot be held accountable for Deleted Titles after the 30 days.

Intellectual Property Rights: All Titles remain the Intellectual Property of the Originator of that Title. If a Client wishes to Copyright a book under Dot's House, a Copyright Agreement must be made and is a separate Service outside of this Prospectus. Dot's House does not claim ownership of any Title published by our Services.

If a Client wishes to use a Dot's House ISBN, due to ISBN guidelines, Dot's House does own those numbers and reference to Dot's House *must* be on all Titles using our ISBNs. If a Client wishes to remove all references to Dot's House, a new independent ISBN *must* be purchased.

Dot's House does claim ALL RIGHTS to the Dot's Logo and Copyright associated with such and is therefore entitled to a royalty for its usage. The Dot's House Logo is being considered for official trademark and is not free for general use.

Official Dot's House Contact Information:

Dot's Micro-Publishing House
 Melanie Schlatter, owner
 29051 200 Road
 Lebanon, Kansas 66952
 office@dotsmicropublishinghouse.com
 785.620.7066 (phone and text messaging)
 www.dotsmicropublishinghouse.com

Terms and Conditions of Dot's House

Please read the following terms and conditions ("Terms and Conditions") carefully. By Agreeing to and Contracting Services with Dot's House, you agree to the following Terms and Conditions which shall constitute a legally binding agreement between you and Dot's Micro-Publishing House ("Dot's House"). You should review these terms and conditions regularly as they may change at any time at our sole discretion. If you do not agree to any term or condition, you should not engage in business with Dot's House.

1. We Provide Our Services For Your Convenience

Our Services are provided to you with compensation expected as listed in the above Prospectus. By merely providing access to our Services, we do not warrant or represent that:

- The content produced is accurate or complete;
 - The content produced is up-to-date or current;
 - We have a duty to update any content;
 - The content is free from technical inaccuracies or typographical errors; and
 - We do not assume any liability for these matters.
- In other words, you use our Services at your own risk, and as a Client, it is your responsibility to govern the content of your Title.

2. We Provide Our Services "As Is" and Disclaim All Warranties

Our Services, including all content, software and functions made available on or accessed through our Services, is provided "as is, where is" and "as available". To the fullest extent permissible by law, we and any subsidiaries and affiliates make no representations or warranties of any kind as to the content, software or functions accessed through our Services, for any products or services or links to third parties or for any breach of security associated with the transmission of sensitive information through our Services or any linked site. WE AND OUR SUBSIDIARIES AND AFFILIATES DISCLAIM ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, NON-INFRINGEMENT, QUIET ENJOYMENT, QUALITY OF INFORMATION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS INCLUDES LOSS OF DATA OR PROFIT ARISING OUT OF THE USE OR THE INABILITY TO USE THE CONTENT OF OUR Services. WE DO NOT WARRANT THAT ANY CONTENT OR INFORMATION ACCESSED THROUGH OUR Services WILL BE UNINTERRUPTED OR ERROR FREE, THAT DEFECTS WILL BE CORRECTED. IN NO EVENT SHALL Dot's House OR ANY OF ITS DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, AFFILIATES, SPONSORS OR SERVICE PROVIDERS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES ARISING FROM OR DIRECTLY OR INDIRECTLY RELATED TO THE USE OF, OR THE INABILITY TO USE, OUR Services, EVEN IF Dot's House OR ITS REPRESENTATIVES HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES. IN SUCH JURISDICTIONS, OUR LIABILITY IS LIMITED TO THE GREATEST EXTENT PERMITTED BY LAW.

3. We Do Not Have Responsibility for Third Party Content

We may provide connection and contacts to other Services maintained by third parties or may provide third party content in our Services. The connections to third party Services are provided for your convenience. The content from these third parties is not under our control so we are not responsible for the content, including any delays or complications. If you decide to access any of the third party Services, you do this entirely at your own risk.

4. Engaging Our Services Does Not AUTOMATICALLY Allow You to Use Our Trademarks

The trademarks, service marks and logos used and displayed on our Services are our registered and unregistered trademarks. With the exception of the paid Management Agreement which grants permission, nothing in our Services should be construed as granting, by implication, estoppel, or otherwise, any license or right to use any trademark, without our written permission. We aggressively enforce our intellectual property rights. Our names or our logos may not be used in any way, including in advertising or publicity pertaining to distribution of materials on our Services, without prior written permission. You may not use any metatags or any other "hidden text" utilizing our names or trademarks without the prior express written consent of Dot's House. You are not authorized to use our logo as a hyperlink to our Services unless you obtain our written permission in advance.

5. All Content in Our Management Services is Copyrighted

All content included in our Management Services, including any materials, documents, text, designs, graphics, logos, images, audio and video ("Content") is the property of Dot's House or its affiliates and suppliers, and is protected by United States and international copyright laws. The compilation and "look and feel" of all Content on our Services is the exclusive property of Dot's House and also protected by United States and international copyright laws. You may not inline, frame or utilize framing techniques to enclose any trademark, logo, or other proprietary information of Dot's House (including images, text, page layout or form) without our prior express written permission.

6. You Must Obey Local Laws in Accessing Our Services

These Services are controlled by us from our offices within the United States of America. We make no representation that content or materials produced with these Services are appropriate or available for use in other jurisdictions. Access to our Service content or materials from jurisdictions where such access is illegal is prohibited. If you choose to access our Services from other jurisdictions, you do so on your own initiative and are responsible for compliance with applicable local laws. We are not responsible for any violations of law. You may not use or export the materials from our Services in violation of U.S. export laws and regulations.

7. You are Bound by Changes in these Terms and Conditions

We may at any time revise these Terms and Conditions by updating this page. By using our Services, you agree to be bound by any such revisions and should therefore periodically visit this page on our WEBSITE ("www.dotsmicropublishinghouse.com") to determine the then current terms and conditions to which you are bound. Certain provisions of these Terms and Conditions may be superseded by other legal notices or terms located on parts of our Services.

8. You Agree to Indemnify Us for Using Our Services

You hereby jointly and severally agree to indemnify, defend and hold us and our subsidiaries and affiliates, and any of our or their respective officers, directors, owners, agents, employees, information providers, licensors and licensees (collectively, the "Indemnified Parties") harmless from and against any and all liability and costs, including, without limitation, attorneys' fees and costs incurred by the Indemnified Parties in connection with any claim arising out of your use of our Services or any breach by you of these Terms and Conditions, or the purchase by you of securities, including any liabilities associated with a violation of federal or state securities laws. If the indemnity provided in this paragraph is not available or is insufficient to hold harmless the Indemnified Parties for any reason, you agree to contribute to the aggregate losses, claims and liabilities to which the Indemnified Parties may be subject in such proportion as appropriate to reflect the relative fault by you and the Indemnified Parties with respect to the activity giving rise to the indemnity claim. You will cooperate as fully as reasonably required in the defense of any claim. We reserve the right, at our own expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by you and you will not in any event settle any such matter without our written consent.

9. Third Parties May Have Rights Under This Agreement

Some of the provisions of these Terms and Conditions are for the benefit of Dot's House and its subsidiaries, affiliates, officers, directors, employees, agents, licensors and suppliers. Each of these individuals or entities shall have the right to assert and enforce those provisions directly against you on its own behalf.

10. Governing Law and Arbitration

Any legal issues arising from or related to your usage of our Services shall be construed in accordance with, and all questions with respect thereto shall be determined by, the laws of the State of Kansas applicable to contracts entered into and wholly to be performed within that state. Any controversy or claim arising out of or relating to these Terms and Conditions and any use of our Services shall be settled by binding, confidential arbitration in accordance with the commercial arbitration rules of the American Arbitration Association. Any such controversy or claim shall be arbitrated on an individual basis, and shall not be consolidated in any arbitration with any claim or controversy of any other party. The arbitration shall be conducted in Nashville, Kansas, and judgment on the arbitration award may be entered into in any state or federal court in Kansas having jurisdiction thereof. Any party seeking temporary or preliminary injunctive relief may do so in any state or federal court in Kansas having jurisdiction thereof. Except as set forth above, the state and federal courts of Kansas shall be the exclusive forum and venue to resolve disputes arising out of or relating to these Terms and Conditions or any use of merchandise sold through our Services. By using our Services, and thereby agreeing to these Terms and Conditions, users consent to personal jurisdiction and venue in the state and federal courts in Kansas with respect to all such disputes.

15. Miscellaneous

Our failure to insist upon or enforce strict performance of any provision of these Terms and Conditions shall not be construed as a waiver of any provision or right. Neither the course of conduct between the parties nor trade practice shall act to modify any provision of these Terms and Conditions. We may change, suspend or discontinue any aspect of our Services at any time. Dot's House reserves the right to change system configurations, product specifications, upgrades, pricing, layouts, options and any other specifications at any time without notice. We may also impose limits or restrictions on certain services, features or content or restrict your access to parts or all of our Services without notice or liability.

