

Business

- **Agreement**
- **Business Communication**
- **Memo**

GHOSTWRITING AGREEMENT

This Agreement (“Agreement”) is entered into on _____ by _____ also described as the ‘**Author**’; and by _____ also described as ‘**Ghostwriter**’, and both parties do hereby agree to all the terms described and given below.

1. Author is entrusting Ghostwriter with the project of writing at least _____ words not to exceed _____ words for the “Book” tentatively titled _____.
2. The tentative deadline for completion of this Book is _____.
3. Author agrees to pay Ghostwriter a consolidated sum of _____ for the project that will include writing the content of the Book on the guidelines of Author.
4. The fees of the ghostwriter are to be paid as follows:
 - a. \$ _____ to start the project.
 - b. \$ _____ upon completion. To be paid before the finished product is delivered to Author.
5. Ghostwriter acknowledges and agrees that all information related to this project, including without limitation, its content, writings, work product, audio tapes, notes and diagrams, is of great value to Author (“Confidential Information”). Accordingly, Ghostwriter agrees not to divulge to anyone, either during or after the term of this Agreement, any Confidential Information obtained or developed by Ghostwriter while working on the Book and related project. Upon expiration of this Agreement, Ghostwriter agrees to dispose of all documents, papers, drawings, tabulations, reports, audiotapes, video tapes and similar documentation and recording devices which are furnished to or produced by Ghostwriter pursuant to this Agreement. Upon the expiration or termination of this Agreement, Ghostwriter agrees to make no further use or utilization of any Confidential Information. Ghostwriter may only disclose Confidential Information to third parties upon the written consent of Author. The provisions of this section on “Confidential Information” shall survive the termination of this Agreement. Likewise, Author will accept sole responsibility and liability for the written contents of this project in which he/she exclusively provides.
6. Ghostwriter agrees that he/she will refrain from taking the help of any plagiarism, meaning he will avoid using borrowed material or ideas in this Book exactly as they are found elsewhere.
7. All rights, title and interest in the following shall be the sole and exclusive property of Author, including:
 - (i) All materials, including but not limited to word files, power point presentations, tapes, and completed manuscript, the completed project and/or other products resulting from this effort;
 - (ii) The content of the subject matter of the Book provided by Author; (iii) Any ideas, works, documentation or notes conceived related to the Book;
 - (iv) All writings by Ghostwriter related to or associated with the Book; and
 - (v) All Ghostwriter’s work product related to the Book.

To the extent that ownership of the items stated above do not automatically vest in Author, Ghostwriter hereby transfers and assigns to Author all right, title and interest in and to the same, whether or not copyright applications are filed thereon.

In the event that Author is required to obtain Ghostwriter's consent to register any U.S. or foreign copyrights related to the Book, Ghostwriter shall provide his/her consent and transfer and assign any of his/her interest as stated herein. The provisions of this section shall survive the termination of this Agreement.

8. Author can request Ghostwriter to make a reasonable number of changes and edits during the course of production of this Book and within 1 week of completion of the Book.
9. This Agreement may be terminated before the deadline, for any reason, provided that at least 30 days' advance written notice of termination is given to the non-terminating Ghostwriter the terminating party.
10. If Author terminates the agreement after thirty days, then Ghostwriter is entitled to the full payment.
11. The undersigned agree to the terms of this Agreement.

Author

Ghostwriter

Signature
Name: _____
Address: _____

Signature
Name: _____
Address: _____



**TARLETON
STATE UNIVERSITY**
Member of The Texas A&M University System

November 19, 2019

John Smith
Southeastern Guide Dogs
4210 77th Street, Palmetto, FL 34221

Dear Mr. Smith,
Please consider Tarleton State University as a partner for the Southeastern Guide Dogs volunteer program.

The Center for Transformative Learning is looking for opportunities to assist our students with gaining real world experiences. This joint venture will provide you with the stable homes you require to raise puppies until they are old enough for the guide dog training program. Please answer the following questions about the program:

- How many puppies can a volunteer raise at once?
- What is the required age for the dogs to enter your guide dog training program?
- Are the volunteers responsible for the costs to raise the puppy?

Your answers to these questions will help us in preparing students to properly care for the puppies. You can contact me at (214)869-2333 with any additional information or questions you may have.

Sincerely,
Brenda Bushman
Tarleton State University
Center for Transformative Learning

Memo

To: Imago Publishing Co.

From: Natalie Hervey

Date: February 20, 2019

Subject: Additional Services

Introduction – This memo is the proposal for adding services to Imago Publishing Co.

Situation – Imago Publishing Co. has the opportunity to expand the company by offering additional services. I would like to head the rollout for adding editing, formatting, and conversion to the list of services currently offered. Publishing books has become a lot easier with the emergence of more convenient self-publishing options. Easy to use platforms like Amazon and Barnes & Noble have made it possible to publish a novel with a few simple steps. With these innovative ways to publish books, comes the demand for editing, formatting, and conversion services.

Imago Publishing Co. has published twenty-five books using in-house resources. This experience combined with having staff members with editing credentials has prompted me to pitch adding these services.

Tasks and Methods – First, I researched the writing industry to determine areas of opportunity.

Second, I compared the information I obtained to the services offered by Imago Publishing Co. Editing is a major component in the writing industry and Imago Publishing Co. has the ability to supply this need along with the services mentioned above.

Third, I will create promotional material to advertise the new services. I am going to use Adobe InDesign and Adobe Photoshop to create the ads. I will use the company's social media platforms and website to announce the new services and post the promotional material.

Personnel – I am the best candidate for this project because I have a background in writing, editing, and the publishing industry. With those skills, I can easily determine needs, realistic pricing, and the target audience.

Conclusion – The additional services can be announced as soon as mid-March. The promotional posts, flyers, etc. will help to promote the services and garner attention. With five years of experience, I am knowledgeable in the publishing industry, and I can use my expertise to successfully manage this project.