



## GUIDELINES FOR HARD COPY SCRIPTS

We are happy to look at the production of hard copy scripts subject to the following requests.

- The script requires re-formatting, which we would ask the writer to undertake.
- If you wish the script to be formatted by us, there will be a charge for the work. The rate of the charge would be dependent on the length of the script and the work required. For this purpose a WORD version of the script would be required.
- The script needs these re-formatting along these guidelines
  - a. The main text of the script should be in 14pt font size.
  - b. The House font is Calibri or Arial. If you wish us to promote hard copies of your script, it must be presented in this font. If the script is just for personal use, then your font of choice may be used.
  - c. Please ensure there is a list of characters in the script.
  - d. Pages should be numbered on the top outer.
  - e. The first page to be numbered should be the first page of actual script and should be a facing page with the page number in the top right.
  - f. Information about first performances and cast etc should be sent as a separate document.
  - g. Please do not include any personal address information if you wish the script to be available online in hard copy.
  - h. The script should be presented as a PDF.
- For the time being, there will be no ISBN available.
- Once presented we will assess a price; personal use copies will be charged at cost price, and so there will be no royalty on a sale as a result.
- If the script is to be offered for sale as a hard copy on the website – which will be charged at the printing cost + the usual digital copy price - then the usual royalty will apply.

- While we do our best with proofreading etc, we cannot take any responsibility for errors within the script after it has been presented.
- The scripts are presented in a smart and professional, but unfussy manner – this is our standard format which we cannot change for individual needs. However, the style may develop over time, should we decide to do so.
- Payment for the script/s and the postage and packing to the writer will be invoiced and require payment in advance of ordering from the printer.
- If you wish hard copies to be available on the site, then customers will be required to email us for details and will also be required to pay in advance.
- We will not hold copies of scripts in stock, they will be printed to order only.

PAUL SMITH  
NOVEMBER 2020