



# PAYMENT POLICY

*For Book Publication Services*

**Effective for all publication projects undertaken by SciTeach Publications.**

## 1. Purpose

This policy defines the payment structure, collection stages, and financial terms applicable to authors engaging SciTeach Publications for book publication services.

It is intended to ensure transparency, timely execution of work, and smooth coordination between the publisher and the author.

## 2. Standard Payment Structure

Payments shall ordinarily be collected in milestones linked to the publication workflow.

Recommended collection pattern:

- Advance / Booking Amount – 30% of total project cost
- After Editing / Proof Approval – 40% of total project cost
- Before Printing – 30% of total project cost

Printing will be initiated only after full payment has been received.

## 3. Workflow-Linked Payment Stages

- Project confirmation and manuscript intake – Advance payment required
- Editing, proofing, and typesetting – Continued after first payment confirmation
- Final approval and print scheduling – Balance payment must be cleared before printing
- Dispatch / delivery – Subject to clearance of all dues

## 4. Payment Terms

The advance payment confirms the booking of the project slot and commencement of work.

The advance amount is non-refundable once the project has been initiated.

Any pending payment may delay editing, design, print scheduling, printing, or dispatch.

Final print files, printed copies, or dispatch details may be withheld until all dues are fully settled.

## 5. Printing Timeline

Authors are informed that printing may take approximately 45 days or more depending on workload, print queue, holidays, logistics, and printer schedules.

The publication and dispatch timeline communicated to the author is always subject to timely payment completion.



## 6. Accepted Modes of Payment

UPI transfer

Bank transfer / NEFT / IMPS / RTGS

Other approved digital payment methods as communicated by SciTeach Publications

## 7. Invoices and Receipts

An invoice or payment request may be shared at each milestone.

A payment receipt or acknowledgment may be issued after confirmation of the amount received.

## 8. Delayed or Non-Payment

If an author fails to complete a scheduled payment, the project may be kept on hold until payment is received.

If a project remains inactive due to non-payment for an extended period, SciTeach Publications reserves the right to reschedule the project to a later publication batch.

## 9. Additional Services

Charges for extra services such as major revisions, additional pages, extra copies, urgent processing, special design requirements, or promotional materials may be billed separately.

Such services will be undertaken only after approval of the corresponding cost.

## 10. Refund and Cancellation

Amounts paid for completed work stages are non-refundable.

If a project is cancelled by the author after commencement, charges for work already completed shall be retained by SciTeach Publications.

Refunds, if any, shall be solely at the discretion of SciTeach Publications and subject to deduction of administrative and production expenses.

## 11. Policy Acceptance

Payment of the advance amount shall be treated as acceptance of this payment policy unless otherwise agreed in writing.

## Milestone Payment Summary

Stage	Work Status	Payment
Stage 1	Project confirmation / manuscript booking	30% advance
Stage 2	Editing / proof approval	40%
Stage 3	Before printing	30% final payment

**Authorized by SciTeach Publications**