

Guest Post Publication Agreement

Tier: **Annual** · USD 750 · four articles · twelve months

Draft template — to be reviewed by Wyoming and EU legal counsel before production use. This document is a working draft prepared by Cultural Heritage Online’s operations team to support editorial discussions, pitch acceptance and payment via Stripe Payment Link. It has not been reviewed by a licensed attorney.

PARTIES

Provider. OASIS Tech LLC, a limited liability company organized under the laws of the State of Wyoming, United States of America (the “Provider”), trading under the brand **Cultural Heritage Online** (“CHO”) and operating the website culturalheritageonline.com.

Author. The individual or legal entity (the “Author”) that (a) submits a pitch to the editorial address editorial@culturalheritageonline.com, (b) receives written acceptance of that pitch, and (c) completes payment of the Fee via Stripe Payment Link or bank transfer.

Effective Date. This Agreement enters into force on the date Stripe captures payment of the Fee (the “Effective Date”).

DELIVERABLES INCLUDED IN THIS TIER

- **Four guest articles** across twelve (12) months from the Effective Date, each with the production scope of the **Plus** tier (1,800–2,500 words, fact-check, GEO optimisation, two featured images, up to three outbound links from the byline, cross-link from three related archive pieces, 90-day featured-index window per article).
- **Permanent Author profile page** on culturalheritageonline.com aggregating all guest articles by the Author.
- **Editorial calendar planning session** (60 minutes, remote) at the start of the Term to align themes, deadlines and timing windows.
- **Quarterly visibility report** covering organic reach, indexing status and citations across the four published articles.
- **Priority placement window** for time-sensitive features (event coverage, anniversaries, exhibition openings).

TIER-SPECIFIC TERMS — ANNUAL

Term

The Annual tier runs for **twelve (12) consecutive months** from the Effective Date (the “Term”). The Term is not renewed automatically. A renewal requires a new pitch acceptance and a new Fee.

Production cadence

The four guest articles are produced and published on a rolling schedule across the Term, with no single delivery date guarantee per article. CHO uses commercially reasonable efforts to distribute publications evenly across the twelve months, subject to editorial-calendar priorities agreed during the planning session.

Each individual article is published within **thirty (30) calendar days** of the date on which (a) the specific pitch for that article has been accepted in writing by CHO, **and** (b) the Author has delivered a complete draft that meets the editorial quality threshold.

Editorial calendar planning session

Within the first thirty (30) days of the Term, CHO and the Author schedule a remote planning session (approximately sixty minutes) to align on themes, target publication windows, and any time-sensitive features (anniversaries, exhibition openings, events). The session is documented in a written calendar shared with the Author. Adjustments during the Term are agreed by email.

Pro-rata refund on termination

If this Agreement is terminated for cause attributable to CHO during the Term, the Author is entitled to a **pro-rata refund** of the Fee, computed on the **number of articles not yet published** at the date of termination:

- Four articles unpublished — full refund of the Fee (USD 750), less non-refundable taxes.
- Three articles unpublished — three-quarters of the Fee (USD 562.50).
- Two articles unpublished — half of the Fee (USD 375).
- One article unpublished — one-quarter of the Fee (USD 187.50).
- Zero articles unpublished — no refund is due.

The pro-rata refund replaces, and is not cumulative with, the refund mechanism set out in the “Refund policy” clause for individual articles.

Article carry-over

If the Author has not consumed all four article slots by the end of the Term, the unused slots **do not** carry over into a new Term. Unused slots also do not entitle the Author to a refund under the pro-rata mechanism, which applies only on termination for cause attributable to CHO.

Author profile page

CHO creates and maintains a permanent Author profile page on culturalheritageonline.com aggregating all guest articles by the Author. The profile page includes the Author’s name, biographical note (up to 600 characters), one author photograph supplied by the Author and properly licensed, and up to three outbound links. The Author profile page remains in the CHO archive after the end of the Term, in accordance with the “Survival on the archive” clause.

Quarterly visibility report

Once per calendar quarter during the Term, CHO sends the Author a written visibility report covering: (i) cumulative organic page views per published article, where measurable; (ii) indexing status in the main search engines; (iii) detected citations in AI search results and external editorial sources, where automatically discoverable; (iv) any qualitative editorial commentary CHO considers useful.

The report is informational. CHO does not guarantee any specific metric value in any report; see the No-outcome-guarantee clause.

Priority placement window

For up to two (2) of the four articles during the Term, the Author may request a **priority placement window** — a defined publication date for time-sensitive content (anniversary, exhibition opening, event coverage). The request must be made at least thirty (30) calendar days before the target publication date. CHO confirms or proposes an alternative within five (5) business days, based on editorial calendar capacity.

Outbound links

The byline and biographical note together include **up to three (3) outbound links**, applied consistently across the four articles. The set of outbound links may be adjusted by written request to editorial@culturalheritageonline.com between articles.

COMMON TERMS

Editorial control and quality threshold

CHO retains full editorial control over the title, wording, structure, illustrations, internal links, metadata and publication date of the guest article. Editorial decisions are made against the same quality threshold applied to the in-house magazine. CHO may request revisions to the draft and may decline to publish a draft that, in CHO's editorial judgment, fails to meet that threshold.

Source verification and factual accuracy

The Author is responsible for the factual accuracy of statements presented as fact. CHO conducts a fact-check pass before publication. Where a claim cannot be verified, CHO may (i) request a primary source from the Author, (ii) reformulate the claim, or (iii) remove the claim from the published text.

Voice and advertorial restriction

The article is published in editorial third-person voice. Direct promotional language about the Author's commercial operation is not permitted in the body text. The Author may be identified in the byline and biographical note, with outbound links as specified in the tier deliverables.

Intellectual property

The Author warrants that the submitted draft is original work and does not infringe third-party rights. Upon publication, the Author grants CHO a perpetual, worldwide, royalty-free, non-exclusive license to reproduce, edit, translate, syndicate and distribute the article in any form, including excerpts in newsletters, social media and search results. The Author retains ownership of unpublished drafts, underlying research and personal notes, and may cite the published article in subsequent work (with attribution to CHO and a link to the canonical URL on culturalheritageonline.com).

Survival on the archive

Articles published under this Agreement remain in the CHO archive after the Term ends. The Author expressly waives any right to request deletion of the published article from the archive, save where such deletion is required by applicable data protection law in respect of personal data.

No outcome guarantee

CHO guarantees the production, editorial review and publication of the article(s) covered by the Fee. CHO does **not** guarantee any specific outcome, including traffic, page views, click-through rates, citations in AI-generated answers, search ranking, leads, bookings or revenue.

Refund policy

The Fee is refundable in full only in the following situation: (a) the Author's pitch was accepted in writing by CHO, (b) the Author submitted a complete draft within the agreed deadline, and (c) CHO subsequently decided not to publish the article. In that case, the Author is entitled to a full refund less any non-refundable taxes already remitted to tax authorities, on written request to editorial@culturalheritageonline.com. The Fee is **not** refundable once the article has been published on culturalheritageonline.com.

Fees, taxes, currency

Listed prices are denominated in United States Dollars (USD) and are net of any applicable VAT, GST or sales tax. Tax is computed at the time of payment by Stripe Tax based on the Author's billing country. The Fee is invoiced by OASIS Tech LLC (Wyoming, USA). EUR invoicing is available on written request.

Liability cap

To the maximum extent permitted by applicable law, CHO's aggregate liability under or in connection with this Agreement, regardless of the legal basis of the claim, is limited to the total Fee paid by the Author. Neither Party is liable for indirect, incidental, consequential, special, punitive or exemplary damages, including loss of profits, revenue, goodwill or bookings.

Governing law and jurisdiction

This Agreement is governed by the laws of the State of Wyoming, United States of America, without regard to its conflict-of-laws principles. Disputes with an amount in controversy below USD 5,000 are resolved through consumer arbitration administered in Wyoming. Larger disputes are subject to the exclusive jurisdiction of the competent state or federal courts located in Wyoming. The English-language version of this Agreement is the only authentic version.

Data protection

CHO processes the Author's contact details (name, business email, billing address, VAT identification number where applicable) and transactional metadata generated by Stripe for the purpose of performing this Agreement and complying with the Provider's tax and accounting obligations. Where the Author is established in the European Union, the Provider processes personal data in compliance with Regulation (EU) 2016/679 (GDPR).

Acceptance

The Author accepts this Agreement by (a) confirming acceptance of CHO's editorial pitch reply in writing and (b) completing payment of the Fee via Stripe Payment Link or bank transfer. The Stripe receipt and the editorial acceptance email together constitute the evidentiary record of acceptance.

Notices

Notices to the Provider: editorial@culturalheritageonline.com (primary), legal@culturalheritageonline.com (formal notices). Notices to the Author: the email address used by the Author in the pitch submission, unless subsequently updated in writing.