

WORK ORDER

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Layouts Needed (circle/highlight)	Print Createspace	Print Ingram	Amazon	B&N	Kobo	iBooks	Smashwords	GooglePlay
Editing	Copy Edit	Full Edit	Uploading By	Client			formatting4U.com	

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1. Title				
2. Subtitle				
3. Series Name/# (if applicable)				
4. Genre/subgenre <small>Please refer to: http://www.bisg.org/what-we-do-0-136-bisac-subject-headings-list-major-subjects.php</small>			5. Cover Design Needed?	
6. Keywords for searchability			7. You hold the necessary publishing rights?	
8. Computer Word Count			9. Contains adult content?	
10. Table of Contents (circle) (Navigational NCX included)	None	Hyperlinked Modified TOC	Full TOC	
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12. Author Bio: please provide in .doc or .docx format in ms AND as a separate attachment				

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5 Publisher		Imprint		
6 Cover by			Matte	Glossy
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Note that Smashwords has required verbiage that will be included automatically

III. ISBN				
1 Client elects to use ISBN provided by e-platform				Y/N
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3 Createspace-provided (to be paid directly to Createspace by client - please see: https://www.createspace.com/Products/Book/ISBNs.jsp)		Free	\$10	\$99

IV. SALE PRICE/BOOK SIZE		VAT pricing:		Higher Royalty	Lesser Royalty
1. eBook	\$	2. Print book		\$	
3. Print book dimensions (circle/highlight)		5 x 8	5.25 x 8	5.5 x 8.5	6 x 9 Other:
4 Print book paper: (circle/highlight)	Cream (add'l cost from CS)	White	5. Interior Color: (circle/highlight)		Black & White Color

(Please reference: <https://www.createspace.com/Products/Book/Royalties.jsp> for trim size/dimensions)

V. DISTRIBUTION

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	Flipkart	txtr	Baker/Taylor	Foundry	LibraryDirect	Oyster
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VI. OTHER SERVICES (copy edits, full edit, cover, logo, etc.)

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(full price due prior to work being started, please complete address/phone regardless of payment method)

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