

## WORK ORDER

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<b>Layouts Needed</b> (circle/highlight)	Print: <b>KDP</b> &/or <b>Ingram</b> (digital at Ingram?)	Reviewer epub or mobi	Amazon Kindle	B&N Nook	Kobo	Apple Books	Smashwords Draft2Digital	GooglePlay *must have existing acct
Editing		Copy Edit	Full Edit	Uploading By	Author		formatting4U.com	

### I. DETAILS OF WORK

1. Title			
2. Subtitle			
3. Series Name (if applicable)			Series #
4. Genre/subgenre <small>Please refer to: <a href="https://bisg.org/page/bisacedition">https://bisg.org/page/bisacedition</a></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
11. Description of the work Send as .doc or .docx format as a <b>separate attachment</b> .		This will be the description for readers to see, typically back cover copy. <b>For SW, you need a 400 CHARACTER</b> description plus original. Need help w/back cover copy? See <a href="https://blurbwriter.com/">https://blurbwriter.com/</a>	
12. Author Bio: please provide in .doc or .docx format in ms AND as a <b>separate attachment</b>			

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2 Author website		3 Author email address (for reader to contact author)	
4 Publisher		5 Imprint	
6 Cover by		Matte	Glossy
7 Copyright by		Date	

*Note that Smashwords has required verbiage that will be included automatically*

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1 Client provided ISBN for eBook	#
2 Client-provided print ISBN (different for print & digital)	#

### 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

**V. DISTRIBUTION**

1. KU Program						Y/N
2. Smashwords/D2D <small>(circle for distribution)</small>	Amazon	B&N	Kobo	iBooks	Overdrive	Scribd
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3. KDP Distribution					Standard	Expanded
4. Do you want DRM on digital books?						Y/N

**VI. OTHER SERVICES** (copy edits, full edit, cover, logo, etc.)

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**VII. PAYMENT INFORMATION**

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

PayPal (preferred method)	OR	Credit Card	MC	VISA
Name as it appears on card:				
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