

WORK ORDER

Please complete, sign, and email to: formatting4U@JudiFennell.com. Note: Not all information is applicable/cannot be completed, depending on services required. formatting4U.com will answer all your questions and walk you through the process. Please upload manuscript in .doc or .docx format to the dropbox.com account that will be set up for you.

Layouts Needed (circle/highlight)	Print: KDP &/or Ingram	Reviewer epub or mobi	Amazon Kindle epub	B&N Nook	Kobo	Apple Books	Smashwords/ Draft2Digital	GooglePlay
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: https://bisg.org/page/bisgedition</small>	5. Cover Design Needed?		
6. Keywords (7) 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 separate attachment .	This will be the description for readers to see, typically back cover copy. For SW, you need a 400 CHARACTER description plus original. Need help w/back cover copy/bio? See https://blurbwriter.com/		
12. Author Bio: please provide in .doc or .docx format in ms AND as a separate attachment			

II. COPYRIGHT INFORMATION		Please complete all information.	
1 Author			
2 Author website	3 Author email address		
4 Publisher	5 Imprint		
6 Cover by	7-A	Matte	7-B Glossy
8 Copyright by	Date		

Note: Smashwords has required verbiage that will be included automatically

III. ISBN	
to purchase ISBNs: https://www.myidentifiers.com/	
1 Client provided ISBN for eBook	#
2 Client-provided print ISBN (different for print & digital)	#

IV. SALE PRICE/BOOK SIZE						
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)	White	5. Interior Color: (circle/highlight)	Black & White	Color	

V. DISTRIBUTION

1. KU Program		Y/N		2. DRM?		Y/N
3. Smashwords/D2D <i>(circle for distribution)</i>	Amazon	B&N	Kobo	iBooks	Overdrive	Scribd
	Flipkart	txtr	Baker/Taylor	Foundry	LibraryDirect	Oyster
4. KDP Distribution					Standard	Expanded

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

--

VII. PAYMENT INFORMATION

(full payment 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:				
Billing Street Address:				
City, State Zip:				
Phone Number:				
Card Number		Exp Date		CCV

VIII. TERMS AND CONDITIONS

Payment plus 6% fee can be made via credit card or PayPal and a receipt will be emailed. Discuss if wish to pay by check. Due upon receipt. All sales final. All formatting pricing assumes delivery from client of **publish-ready manuscript(s)**: ready to be read, no typos, errors, omissions, etc., including all front and back matter (Dedication, Title Page, Table of Contents, Acknowledgments, Book list, Author's Note, Author Bio, 300 dpi black and white author photo, reviews, back cover copy/blurb, etc.) **in order** in a .doc or .docx format. Corrections/spellcheck/grammar/MS formatting issues will incur additional charges and will be discussed prior to work being completed. **formatting4U.com** will deliver a clean copy for review, but client holds ultimate responsibility to proof the work. Formatting errors are corrected free of charge. TimesNewRoman 12 pt font will be used; any changes desired need to be discussed prior to start of project. Client will send and receive files via client file on dropbox.com. All books formatted by **formatting4U.com** will contain a listing on the copyright page, saying *Layout Design by www.formatting4U.com* with an active hyperlink to our site. For covers designed by **formatting4U.com**: Author will provide artwork or purchase cover art stock, and will, therefore, own the artwork upon project completion. Author will also own the cover, but **formatting4U.com** requires a listing on the copyright page as creator of the cover, along the lines of *Cover Creation by <http://www.formatting4U.com>* with an active hyperlink to our site. A mock-up cover, based on your specs, will be forwarded and tweaked three times at the quoted price. Any other adjustments will be on a fee-per-service basis to be quoted/paid for prior to extra work being completed. **formatting4U.com** retains the right to include the cover as part of our portfolio and it will be showcased on our website/promotional material without any remuneration to the author. Payment for cover services assumes agreement with this practice. **formatting4U.com** can upload the files to author's publishing account(s), but will NOT upload social security/tax ID or credit card information into client's online publishing accounts for sales/royalty payment purposes. Client must do this. It is recommended that client creates a temporary password for **formatting4U.com** to access accounts for upload if you wish **formatting4U.com** to handle the uploads, then change them once books are live. **formatting4U.com** does NOT retain client information/files once transaction has been completed. All files will be the property of the client and, as such, must be backed-up/saved on the client's computer(s)/server(s). Timelines for files going live are at the discretion of the various retailers and **formatting4U.com** cannot be held accountable. All sales are non-refundable and final. **formatting4U.com's** editing services are not a guarantee for publication or an offer of representation, nor is there any implied impact on sales/royalties by author. Payment of invoice constitutes acceptance of these Terms and Conditions.

Print Name:			
Signature		Date	

electronic signature acceptable to both client and vendor