

## WORK ORDER

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<b>Platforms</b>	KDP Print <input type="checkbox"/>	INGRAM Print <input type="checkbox"/>	Review Epub <input type="checkbox"/> Mobi <input type="checkbox"/>		Amazon Kindle epub <input type="checkbox"/>	B&N Nook <input type="checkbox"/>	Kobo <input type="checkbox"/>	Apple Books <input type="checkbox"/>	Google Play <input type="checkbox"/>	Smash Words <input type="checkbox"/>	Draft2 Digital <input type="checkbox"/>	Other <small>Click or tap here to enter text.</small>
	<input type="checkbox"/> Digital		<input type="checkbox"/> Paperback		<input type="checkbox"/> Hardback		<input type="checkbox"/> Large Print			<input type="checkbox"/> Audio		
<b>Editing</b>	<input type="checkbox"/> Copy Edit		<input type="checkbox"/> Full Edit		<b>Upload By</b>		<input type="checkbox"/> formatting4U.com			<input type="checkbox"/> Author		

I. DETAILS OF WORK			
1. Title	Click or tap here to enter text.		
2. Subtitle	Click or tap here to enter text.		
3. Series Name (if applicable)	Click or tap here to enter text.		Series # <input type="text"/> Click or tap here to enter text.
4. Genre/subgenre <small><a href="https://bisg.org/page/bisacedition">https://bisg.org/page/bisacedition</a></small>	Click or tap here to enter text.		5. Cover Design Needed? <input type="checkbox"/> Y <input type="checkbox"/> N
6. Keywords (7) for searchability	Click or tap here to enter text.		7. You hold the necessary publishing rights? <input type="checkbox"/> Y <input type="checkbox"/> N
8. Computer Word Count	Click or tap here to enter text.		9. Contains adult content? <input type="checkbox"/> Y <input type="checkbox"/> N
10. Table of Contents (circle) (Navigational (NCX) included)	None <input type="checkbox"/>	Hyperlinked Modified TOC <input type="checkbox"/>	Full TOC <input type="checkbox"/>
11. Description of the work <small>Send as .doc or .docx format as a separate attachment.</small>	The description readers see, typically back cover copy. For SW, you need a 400 CHARACTER description plus original. Need help w/back cover copy/bio? See <a href="http://www.blurbwriter.com/">www.blurbwriter.com/</a>		
12. Author Bio: please provide in .doc or .docx format in MS Word as a <b>separate attachment</b>			

II. COPYRIGHT INFORMATION		Please complete all information.	
1 Author	Click or tap here to enter text.		
2 Author website	Click or tap here to enter text.	3 Author email address	Click or tap here to enter text.
4 Publisher	Click or tap here to enter text.	5 Imprint	Click or tap here to enter text.
6 Cover by	Click or tap here to enter text.	7-A <input type="checkbox"/> Matte	7-B <input type="checkbox"/> Glossy
8 Copyright by	Click or tap here to enter text.	Date	Click or tap here to enter text.

Note: Smashwords has required verbiage that will be included automatically

III. ISBN		to purchase ISBNs: <a href="https://www.myidentifiers.com/">https://www.myidentifiers.com/</a>	
1 Client provided ISBN for eBook	# Click or tap here to enter text.		
2 Client-provided paperback ISBN (different for print & digital)	# Click or tap here to enter text.		
3 Client-provided HARDBACK/OTHER ISBN	# Click or tap here to enter text.		

IV. SALE PRICE/BOOK SIZE					
1. eBook	\$ <input type="text"/>	2. Paperback	\$ <input type="text"/>	3. Hardback/Other	\$ <input type="text"/>
3. Print book dimensions	<input type="checkbox"/> 5 x 8	<input type="checkbox"/> 5.25 x 8	<input type="checkbox"/> 5.5 x 8.5	<input type="checkbox"/> 6 x 9	<input type="checkbox"/> Other <input type="text"/> <small>Click or tap here to enter text.</small>
4 Print book paper:	<input type="checkbox"/> Cream (add'l cost)	<input type="checkbox"/> White	5. Interior Color	<input type="checkbox"/> Black & White	<input type="checkbox"/> Color

V. ORDER PRINT PROOF before publishing/digital conversion		<input type="checkbox"/> Y	<input type="checkbox"/> N
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### VI. DISTRIBUTION

1. KU Program	<input type="checkbox"/> Y	<input type="checkbox"/> N	2. DRM	<input type="checkbox"/> Y	<input type="checkbox"/> N
4. KDP Print Distribution if not using Ingram for print	<input type="checkbox"/> Standard		<input type="checkbox"/> Expanded		

### VII. OTHER SERVICES (cover, logo, audio, account set up, etc.)

Click or tap here to enter text.

### VIII. PAYMENT INFORMATION

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

PayPal (preferred method)	OR	Credit Card	<input type="checkbox"/> MC	<input type="checkbox"/> VISA	
Name as it appears on card/PayPal acct:	Click or tap here to enter text.				
Billing Street Address:	Click or tap here to enter text.				
City, State Zip:	Click or tap here to enter text.				
Phone Number:	Click or tap here to enter text.				
Card Number	Click or tap here to enter text.	Exp Date	Click or tap here to enter text.	CCV	Click or tap here to enter text.

### IX. 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 is standard; 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](http://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, to say *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 may 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 unless discussed prior. 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. For multi-author collaboration, **formatting4U.com** will communicate **ONLY** with the **ONE** person signing this agreement. Any business arrangement between authors is their responsibility. By signing this agreement, you are confirming that all parties agree to these Terms & Conditions and will be bound by such. Payment of invoice constitutes acceptance of these Terms and Conditions.

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Signature		Date	Click or tap here to enter text.