

## WORK ORDER

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<b>Platforms</b>	<b>KDP Print</b> <input type="checkbox"/>	<b>INGRAM Print</b> <input type="checkbox"/>	<b>Review</b> Epub <input type="checkbox"/>	<b>Amazon Kindle</b> epub <input type="checkbox"/>	<b>B&amp;N Nook</b> <input type="checkbox"/>	<b>Kobo</b> <input type="checkbox"/>	<b>Apple Books</b> <input type="checkbox"/>	<b>Google Play</b> <input type="checkbox"/>	<b>Smash Words</b> <input type="checkbox"/>	<b>Draft2 Digital</b> <input type="checkbox"/>	<b>Other</b> <small>Enter</small>
<b>Formats</b>	<input type="checkbox"/> Digital		<input type="checkbox"/> Paperback		<input type="checkbox"/> Hardback		<input type="checkbox"/> Large Print			<input type="checkbox"/> Audio	
<b>Uploading</b>	<input type="checkbox"/> formatting4U.com		<input type="checkbox"/> Author		<b>Editing</b>		<input type="checkbox"/> Full/Content Edit			<input type="checkbox"/> Copy Edit/Proof	

I. DETAILS OF WORK												
1. Title	Enter											
2. Subtitle	Enter											
3. Series Name (if applicable)	Enter								Series # Enter			
4. Genre/subgenre <small><a href="https://bisg.org/page/bisacedition">https://bisg.org/page/bisacedition</a></small>	Enter						5. Cover Design Needed?	<input type="checkbox"/> Y	<input type="checkbox"/> N			
6. Keywords (7) for searchability	Enter						7. You hold the necessary publishing rights?	<input type="checkbox"/> Y	<input type="checkbox"/> N			
8. Computer Word Count	Enter						9. Contains adult content?	<input type="checkbox"/> Y	<input type="checkbox"/> N			
10. Table of Contents	None <input type="checkbox"/> (Navigational (NCX) included)			Hyperlinked Modified TOC <input type="checkbox"/>			Full TOC <input type="checkbox"/>					
11. Description of the work	Send as separate attachment. 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	Enter											
2 Publisher	Enter				3 Imprint	Enter						
4 Cover by	Enter						5-A	<input type="checkbox"/> Matte	5-B	<input type="checkbox"/> Glossy		
6 Copyright by	Enter						Date			Enter Year		
<small>Note: Smashwords has required verbiage that will be included automatically</small>												

III. ISBN				to purchase ISBNs: <a href="https://www.myidentifiers.com/">https://www.myidentifiers.com/</a>				FREE Digital ISBN <input type="checkbox"/>				FREE Print ISBN <input type="checkbox"/>			
1 Client provided ISBN for eBook				# Enter											
2 Client-provided paperback ISBN (different for print & digital)				# Enter											
3 Client-provided HARDBACK/OTHER ISBN				# Enter											

IV. SALE PRICE/BOOK SIZE								Note: Amazon doesn't offer all sizes that Ingram does. Some sizes on crème paper only..							
1. eBook		\$ <small>Enter</small>		2. Paperback		\$ <small>Enter</small>		3. Hardback/Other		\$ <small>Enter</small>					
3. Print book dimensions				<input type="checkbox"/> 4 x 6	<input type="checkbox"/> 5 x 8	<input type="checkbox"/> 5.25 x 8	<input type="checkbox"/> 5.5 x 8.5	<input type="checkbox"/> 6.14 x 9.25	<input type="checkbox"/> 6 x 9	<input type="checkbox"/> 8 x 10					
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		

<b>V. ORDER PRINT PROOF</b> before publishing/digital conversion								<input type="checkbox"/> Y				<input type="checkbox"/> N			
<b>PRE-ORDER?</b> Y <input type="checkbox"/> N <input type="checkbox"/>								<b>GO LIVE DATE:</b> Choose Date							

<b>VI. DISTRIBUTION</b>			Default = NO to KU, DRM, Expanded		
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	

<b>VII. OTHER SERVICES</b> (cover, logo, audio, account set up, edit, etc.)
Enter

<b>VIII. PAYMENT INFORMATION</b> (full payment due prior to work being started, please complete address/phone regardless of payment method)						
PayPal <input type="checkbox"/>	Venmo <input type="checkbox"/>	Zelle <input type="checkbox"/>	OR Credit Card	<input type="checkbox"/> MC	<input type="checkbox"/> VISA	<input type="checkbox"/> DISC
Name as it appears on card/PayPal acct:			Enter			
Billing Street Address:			Enter			
City, State Zip:			Enter			
Phone Number:			Enter			
Card Number	Enter		Exp Date	MM/YY	CCV	Enter

<b>IX. TERMS AND CONDITIONS</b>			
<p>Payment plus 6% fee can be made via credit card, Zelle, Venmo or PayPal and a receipt will be emailed. Discuss for check payment. Funds due upon receipt. All sales final. All <u>formatting</u> pricing assumes delivery from client of <b>publish-ready manuscript(s)</b>: 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.) <b>in order</b> 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. <b>formatting4U.com</b> 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, with author name in the header on left hand/back/verso and title on right hand/front/recto page, and page numbers centered in footer; 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 <b>formatting4U.com</b> will contain a listing on the copyright page, saying <i>Layout Design by <a href="http://www.formatting4U.com">www.formatting4U.com</a></i> with an active hyperlink to our site. For covers designed by <b>formatting4U.com</b>: 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 <b>formatting4U.com</b> requires a listing on the copyright page as creator of the cover, to say <i>Cover Creation by <a href="http://www.formatting4U.com">http://www.formatting4U.com</a></i> 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. <b>formatting4U.com</b> 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. <b>formatting4U.com</b> can <u>upload</u> 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 <b>formatting4U.com</b> to access accounts for upload if you wish <b>formatting4U.com</b> to handle the uploads, then change them once books are live. <b>formatting4U.com</b> 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). <u>Timelines</u> for files going live are at the discretion of the various retailers and <b>formatting4U.com</b> cannot be held accountable, including pre-order setup. All sales are non-refundable and final. <b>formatting4U.com's</b> editorial services are <b>not</b> a guarantee for publication or an offer of representation, nor is there any implied impact on sales/royalties by author. Any editorial services are priced on a one-through price; subsequent run-throughs incur more charges. For <u>multi-author</u> collaboration, <b>formatting4U.com</b> will communicate <b>ONLY</b> with the <b>ONE</b> 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 &amp; Conditions and will be bound by such. Payment of invoice constitutes acceptance of these Terms and Conditions.</p>			
Print Name:	Enter		
Signature		Date	Enter