

## WORK ORDER

Please complete, sign, and email to: [formatting4U@JudiFennell.com](mailto:formatting4U@JudiFennell.com). Note: Not all information is applicable/cannot be completed, depending on services needed. formatting4U.com will answer all your questions and walk you through the process. Please upload manuscript in .doc or .docx format to the Dropbox account we will set up for you. All **highlights** must be completed.

<b>Platforms</b>	<b>KDP Print</b> <input type="checkbox"/>	<b>INGRAM Print</b> <input type="checkbox"/>	<b>Amazon Kindle Epub</b> <input type="checkbox"/>	<b>BN Nook</b> <input type="checkbox"/>	<b>Kobo epub</b> <input type="checkbox"/>	<b>Apple epub</b> <input type="checkbox"/>	<b>Google Play</b> <input type="checkbox"/>	<b>Draft2 Digital</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>	<b>Review epub</b> <input type="checkbox"/>	<b>Review pdf</b> <input type="checkbox"/>
<b>Formats</b>	<input type="checkbox"/> Digital		<input checked="" type="checkbox"/> Paperback		<input type="checkbox"/> Hardback		<input type="checkbox"/> Large Print <input type="checkbox"/> Other Version		<input type="checkbox"/> Audio Narrate <input type="checkbox"/> Audio Edit/Master		
<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 <a href="https://bisg.org/page/bisacedition">https://bisg.org/page/bisacedition</a>	Enter	5. Cover Design Needed?	<input type="checkbox"/> Y <input type="checkbox"/> N
6. Keywords (7 rows of 25 characters available on Amazon) 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 separate attachment of the description readers see, typically back cover copy. 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>	13. Was AI used?	<input type="checkbox"/> Y	<input type="checkbox"/> N

### 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

### III. ISBN

to purchase ISBNs: <https://www.myidentifiers.com/>

FREE Digital ISBN

FREE Print ISBN

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	\$ <input type="text"/>	2. Paperback	\$ <input type="text"/>	3. Hardback/Other	\$ <input type="text"/>		
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 print 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

Y

N

PRE-ORDER? Y  N

GO LIVE.SALES DATE: Choose Date

<b>VI. DISTRIBUTION</b>		Defaults: <b>NO</b> to KU, <b>YES</b> to DRM, <b>STANDARD</b> distrib			
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, edit, etc.)

Enter

**VIII. PAYMENT INFORMATION**  
(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
Name as it appears on card/PayPal acct:			Enter			
Billing Street Address:			Enter			
City, State Zip:			Enter			
Phone Number:	Email:	Phone number		Email		
Card Number	Enter	Exp Date	MM/YY	CCV	Enter	

**IX. TERMS AND CONDITIONS**

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 **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, 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 **formatting4U.com** will contain a listing on the copyright page, saying *Interior 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 [www.formatting4U.com](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, including pre-order setup. All sales are non-refundable and final. **formatting4U.com's** editorial services are **not** 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 once-through price; subsequent run-throughs incur more charges. 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	Enter
Date	Enter