



The Interior Book Formatting Services Include:

1. Unlimited Consulting. We build a working relationship.
2. The "cleanup" of the fully edited, final manuscript document of extra white space, paragraph indents and line spacing, mixed fonts, etc., for preparation of book with consistent styles.
3. A custom style format of 3 chapters. When approved a full book PDF.
4. Professional layout and consistent formatting styles of the customer's manuscript in full in the agreed upon size.
5. Additional rounds of PDF proofing of minor text edits (up to 25 text edits) as necessary.
6. Image editing of up to 10 images. Additional will accrue additional fees (normal hourly rate).
7. Table of Contents: properly set up from the headings in the manuscript, including page numbers in the printed book (no page numbers in the eBook).
8. Delivery to customer of the proper PDF file set-up for submission to publishing or printing companies.
9. Additional Services available: ISBNs, Manuscript editing and PDF proofing; submission of files to printing company; purchase of images or illustrations; image editing (when above 10); excessive (above 25) text changes after formatting has begun; changing manuscripts or changing book size after the start of the formatting; indexes; additional formats (adding a hardback version or ebook).

Cover Layout/Design Services Include:

1. Consulting.
2. 2 PDF design drafts to choose from. Mix and match styles.
3. PDF proofing with minor text edits.
4. Proper digital file set-up for the agreed upon book dimension, for the PDF file submission to publishing or printing companies and/or for upload to eBook sellers (typically, Kindle and Barnes and Noble Nookstore).
5. Proper file set-up includes: full layout with front and back cover and spine, margins, bleeds and safety areas set per submission specifications.
6. Image editing as needed (not-including compositing which is additional (normal per hour rate)).
7. Image purchases from stock photography websites per the client's request and choice of image.
8. Delivery of print-ready files to customer.
9. Additional Services available: Submission of files to printing company; the search for illustrations for the cover; image compositing or complex editing; changing book dimensions after the first layouts are presented; more than 2 rounds of revisions to chosen cover layout, or desire for more custom designs than in the initial agreement.

EBook Services Include:

1. Consulting - no limit.
2. We format first from an InDesign file or MS Word manuscript, for the epub and mobi (Kindle version) files.
3. Cover design is included, or we use of client's already completed front cover design provided in the largest size possible.
4. Linkable Table of Contents.
5. Proper text flow for eBook devices.
6. Hyperlinks (up to 10, more incur additional fees).

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7. Visual testing, hand coding and tweaking for proper display and text flow of ebook file.
8. Validation Check for ebook file.
9. Epub (for non-Kindle devices) and Mobi files (for Kindle) are emailed to client to upload to their choice of ebookstores.
10. Instructions are provided for uploading to the booksellers.
11. Additional Services available: Manuscript editing & proofing; the purchase of images or illustrations; image editing; the purchase and registration of ISBNs; excessive changes (above 25 requests) to formatting or text editing after formatting has begun; more than 10 hyperlinks or cross-links; uploading files to booksellers.

***Consulting is always included at no extra charge.
Hourly rate is \$50, \$40 for non-profits.**