

Book Production Process for Print and/or eBooks (for digital readers or online PDFs):

- 1) **Describe** your book, communicate your service needs and request a quote from us.
- 2) **Receive the quote in a DESIGN AGREEMENT** and if you approve the quote, make a 50% down payment by mailing a check OR request a Paypal invoice to your email to pay online through Paypal (credit cards accepted).
- 3) **PHASE 1 - Manuscript Phase** (this is what you do):
 - a) The WRITING of your manuscript.
 - b) The EDITING and proofing (we highly recommend editing and proofing by a professional).
 - c) You PREPARE the Manuscript (MS Word doc) for the graphic designer for the formatting phase. (pdf guidelines for preparation are available).
- 4) **PHASE 2 - Formatting Phase** (this is what our graphic designer does for you):
 - a) You email your final, fully edited, fully proofed MS Word doc MANUSCRIPT (Or be sure to request editing services).
 - b) You email the IMAGES for the book, as individual jpg files.
 - c) We design and format a SAMPLE of Chapters 1 & 2.
 - d) We email a pdf sample of the formatted pages for your review, change requests and/or approval.
 - e) We make any ADJUSTMENTS to the format and provide another pdf sample for review if necessary.
 - f) Upon approval of the format we FORMAT the rest of the book per the correct specs for the project.
 - g) The 1st PDF is provided for review of formatting and obvious text errors. Corrections are made.
 - h) The 2nd PDF is provided for proofing and we make any final corrections if needed.
 - i) If there are over 25 author initiated TEXT CHANGES/EDITS after we have begun the formatting, additional fees (our regular hourly rate) will be added to the final bill for "editing".
 - j) The 3rd PDF is a "SANITY PROOF" and when approved the final PDF is completed for delivery.
 - k) For eBook formats (interactive PDFs for online reading, OR EPUB and MOBI files for digital reading devices such as Kindle), we create the correct files, thoroughly test them and run them through a validation service prior to delivery to you.
- 5) **Cover Design Phase:**
 - a) You PROVIDE: 1. a cover image (we suggest websites for purchasing images), 2. text copy for the front and back cover (text for flaps if needing a dust jacket cover), and 3. the ISBNs (one for each book type).
 - b) We custom DESIGN 1, 3, or 5 concept designs (whichever package you prefer).
 - c) You SELECT the desired custom design and have 2 opportunities for minor revisions.
 - d) We complete the FULL COVER LAYOUT for print, including (front, back, spine, barcode), and/or the front cover in 4 different sizes for the ebook.
 - e) You PROOF the full cover layout PDF file for print and/or the cover JPG image for ebooks. We make any minor corrections.
- 6) **Final Payment:**
 - a) Upon approval of all files, we email the final invoice. Payment is required by check or credit card prior to the release of the final book files to you via email.
 - b) In the event of project cancellation please review #9 on next page.

- 7) **Final File Delivery:**
 - a) We email all FINAL FILES required for print or eBook, and return any materials requested by you.
 - b) For your book for print: You receive the PDF of Interior Pages and a PDF for the Cover, produced per your printing company specifications.
 - c) For your eBook: You receive the EPUB and MOBI files ready for upload to your eBookseller of choice, or your interactive PDF files for use in screen viewing/reading.
 - d) You receive a separate JPG file of the eBook cover for upload to the eBook sellers.
 - e) You receive a pdf of instructions for uploading your files for print on demand and to the eBook sellers.
- 8) **Optional Services/Additional Fees:** Assist in UPLOADING FILES for print or eBook files to Amazon for Kindle and the Nook Store; graphic design of marketing materials; websites to sell your book; other book services...
- 9) **Project Cancellation Policy:** We aim to satisfy, but if cancellation is necessary by either party, 1) BEFORE delivery of first pdf proof - all materials will be returned to the client, plus the deposit, less \$90 for administrative fees, or 2) AFTER delivery of first proof - all materials will be returned to the client and the client will be billed for design time on the project OR reimbursed (from the down payment) for lack of design time on the project. The invoice for the reconciled balance following cancellation of the project will be emailed by us and must be paid by either party within 5 days. Cancellation is deemed in effect when notified by either party OR after 2 weeks of failed efforts to communicate to/by either party.

For a quote call MyBookDesigner.com at 651-651-206-8926. We'd be happy to answer all your questions and get your book published! We know you have a great book in you!