

## Ready to Begin?

HOORAY!

### Checklist

#### YOUR CHECKLIST

You've decided to work together? Hooray! Now the fun part begins.

Everything I need to start this process is listed below. Please gather and send me all of them at once. I cannot get started on your book until I've received these items.

#### PLEASE SEND ME:

- JPG of your final cover**
  - > I need to have your cover so I can be sure we're echoing it's design throughout the interior
- The names of the fonts used on the front cover**
  - > I need this so I can implement them appropriately throughout the interior
- Your trim size (height x width)**
- Your final, clean, proofread manuscript sent as a MicrosoftWord Doc.**
  - > Please make sure that all 'track changes' have been approved and/or turned off before sending this file
- A 50% deposit**
  - > you will receive an invoice
- Your template selection**
  - > Diamond Plan users, please choose 3 templates
  - > Gold & Silver Plan users, please choose 2 templates
- ALL images that you want to use in the interior**
  - > please gather ALL of the images and place them in a single folder. It's most helpful when your images are labeled appropriately so that I know where they are meant to be placed.
  - > don't forget your press' logo if you want to include it on the title page!