



SECTION A - CLIENT INFO

Business name	
Contact person	
Email	
Phone	
Website	

SECTION B - BOOK INFO

Book Title			
Is book a part of a series?	Yes		No
Is book a part of a series indicate how many titles are in the series and whether one or more titles have already been published.			
Brief description of your book project			

Book type (tick one)	Activity Book	
	Assessments	
	Colouring Book	
	Reader	
	Student Book (textbook)	
	Student Book + Workbook combined	

Level (tick one)	Early childhood (Birth to 5-year-old)	
	Lower Primary (Grades 1 - 3)	
	Upper Primary (Grades 4 - 6)	
	Lower Secondary / Middle School	
	Upper Secondary / High School	
	Post-Secondary	
	Professional	

Interior colours (tick one)	B&W	
	Colour	
	Other	

Trim Size	
Estimated page count	



SECTION C – SCHEDULING

Deadline for publishing your finished book		
When will your manuscript and supporting materials be ready for design and production?	I'm ready to get started now.	
	I'm just finishing up final edits and will be ready within the next 28 days.	
	I'm still writing. Might be a few months.	
	I just started writing but am planning ahead.	

SECTION D – SERVICES NEEDED (CHECK ALL THAT APPLY) *

- Book cover concept
- Book cover design
- Custom art (for book cover)
- ISBN bar code generation
- Copywriting

- Page design
- Typesetting services
- Copyediting
- Proofreading
- Copyright page
- Custom art (for book interior)

SECTION E – ADD-ON SERVICES NEEDED (CHECK ALL THAT APPLY) *

- Manuscript cleaning
- Development editing
- Print buying (for bulk printing orders)
- Marketing collateral
- Website micro page

Other notes, comments, or questions



Do not write below this line

Date request received	
Received by	
Estimate sent on	

Production

Production start date	
Proposed end date	

Materials received

Manuscript	
Cover concept	
Cover copy	
ISBN	
Illustrations and/or illustration briefs	
Other	