



## Interior Book Formatting Policies

### Payment

Payment is due in full before I will begin the formatting process. All payments are made via Paypal, and you will receive an invoice and a receipt for the transactions.

### Time Frame

Depending on the length and complexity of your book, formatting can take one or two weeks.

### Manuscript Evaluation

As a part of this document, I supply a checklist of things you need to do to get your manuscript in good pre-formatted condition, as well as the other text items you will need to supply for your book's supplemental pages.

Before I begin your project, I require a sample of your manuscript to determine the complexity of the layout and if any pre-formatting is still required. If the manuscript needs extensive preparation to get it ready for formatting, you will have the chance to do so yourself, or I can perform the process for a \$50 fee.

Complex formatting for things such as poems, extensive use of images, high amount of special text formatting (letters, text chats), footnotes, bibliographies, workbook pages, excerpts, etc. will incur additional cost.

### Process

Once I have received your format-ready manuscript, I will format the first chapter and send it to you for feedback and/or approval before formatting the balance of your book.

At this point, we will lock in margins, font choices, chapter headings, general layout, pagination and any other universal formatting decisions. Once these are approved, any changes to them will be considered a major revision because the flow of the document will be affected.

The final, formatted file will be delivered as a print-ready PDF file. It will be your responsibility to proofread this file very carefully for any errors, omissions or problems. You need to look at EVERY PAGE. You know your book best and are equipped to spot when something isn't right!

## **Editing and Revisions**

Any problems with formatting will be corrected.

If you find problems within the text itself, these need to be noted in a list format that states page # and exact change or via Adobe Acrobat's comment feature.

Minor corrections will be made during one round of revisions. Such changes include spelling and Type O corrections (within reason) or minor text edits. It will be the author's responsibility to proofread any minor corrections.

Anything that affects the flow of the document will be considered a major change and may involve additional charges. This includes things like changing fonts, spacing or margins, adding or deleting text, universally changing names and places, etc.

If the document requires massive text edits (adding/deleting text, moving paragraphs, etc.), you will be asked to make those edits yourself and supply a new format-ready manuscript. It may be considered a new project.

## **Final Files**

The final PDF file will be delivered to you via Dropbox.

If at a later date you find type Os or mistakes in your text that you wish to correct, you can contact me to discuss the process.

## **Cancellations and Refunds**

If you cancel your project after I have begun formatting your book, no refunds will be given.

Cancellations with a thirty day notice before the scheduled start date of your project will qualify for a full refund. Cancellations with less than thirty days notice will incur a 25% cancellation fee taken out of your deposit.

Projects can be rescheduled one time without penalty.

