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We start by evaluating your manuscript to be sure your book meets our company's standards for content, writing style, and marketability as well as our production schedule. We let you know as soon as possible if we are not able to accept your book, and you will be reimbursed in full for any payments you have made. Once your book has been accepted, the production schedule generally works like this:

Phase I. Pre-press. 2-5 weeks. After we accept the manuscript and have received your signed written agreement and an initial payment, we proceed with pre-press work: editing, cover and page design. If heavy editing, writing, or rewriting are involved, more time will be needed.

Phase II. Corrections and Approvals. 1-3 weeks. You receive a color print of the cover when it is complete and a printout of all the pages, including the table of contents and index, if any.

Phase III. Production. 3-4 weeks. (Hard cover or full-color books require additional time; a schedule will be provided for your book.) Once you have approved of the pages and cover design and text, we send the book into production. Our books are printed only by reputable companies specializing in the printing and binding of books.

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Can you provide the book as a Word document? Yes No

If you checked "No," what program did you use? _____

Please indicate the number and type of any illustrations you will include in your book (Skip this question if there are none):

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Type of binding: Perfect (paperback) Hard cover with dust jacket Other: _____

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