

**Tell us a little about yourself:**

Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]

First Name: Enter First Name

Surname: Enter Last Name

Address: Enter Address

Post Code: Enter post code

Telephone Number: Enter number

Email: Enter email address

Pen Name: Enter pen name delete if none

**Tell us some financial details - so those royalties can roll in:**

 Bank/Building Society Name: Enter institution’s name

Sort Code: Enter Sort Code

Bank Account No: Enter Account Number

Tax Reference Number: If you know your reference put it here

IBAN: Enter IBAN number

BIC: Enter BIC number

**IBAN and BIC numbers have to be obtained from your Bank**

Username: Enter Username

Password: Enter Password

Down to business with the publication next!

**Let’s get down to business:**

What is the publications title? Tell us the Title

What form do you want to publish in? eBook [ ]  Paperback [ ]

What size paperback? Choose an item.

What’s your deadline for this project? (dd/mm/yy) Enter a date.

Could you give us a ballpark figure for your available budget for the project? (£Value)

Is this a public domain publication? Yes [ ]  No [ ]

Is the book suitable for under 18yrs? Yes [ ]  No [ ]

Do you hold copyright to all elements for publication? Yes [ ]  No [ ]

Is cover fully prepared to fit chosen book size? Yes [ ]  No [ ]

Is manuscript saved in chosen size format? Yes [ ]  No [ ]

Do you have ISBN number? Yes [ ]  No [ ]

**Some words about your publication:**

Describe your publication in under 4000 characters:

Enter publication precis

**Someone’s searching the web for your publication. What words or phrases will they search for in Google?**

Tell us your chosen keywords of phrases, separated with commas

**What two classifications does your publication fit in?**

Tell us the two classifications for your publication

Now who does what next!

**Help us out here – Who will provide the following resources?**

 **Us You**

Stock photography [ ]  [ ]

Other artwork/illustrations [ ]  [ ]

Copywriting text [ ]  [ ]

Professional logo [ ]  [ ]

Graphic design [ ]  [ ]

Metatags/description [ ]  [ ]

Application for ISBN number [ ]  [ ]

**Is there anything else you would like to tell us?**

Tell us anything we have missed

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