

**Dalton Formatting**

Book Formatting Application

Thank you for choosing me for your book formatting! Please fill in the information below and submit it for an estimate on the project. Please submit a separate application for each book.

Today’s Date:

What date do you need the book delivered by:

How did you hear about me:

Prepping your Manuscript

* Manuscript should be fully edited and proofread. If multiple edits are requested of me there may be a $25.00 charge per hour of work.
* Manuscript is in .doc or .docx format preferably. If you use something else let me know.
* Include a Copyright page. I can provide a template if needed. This is needed before the book can be finished and delivered to you. Page should include:
  + An ISBN or AISN.
  + Publisher contact info if you have an imprint or have the option for bulk sales.
  + Credit for cover artist if you wish to give credit. I also include my name in this credits section.
* Include all front and back matter that you want in the final book.
* Include all images you want in the book, including illustrations, chapter header images, scene break images, etc. Place the image (or a note of the image name) in the manuscript where you would like it so that I can see what you’re going for. Don’t worry if you can’t get it exactly as you want it, I’ll handle that. It just helps to have an idea of where you want images placed in the manuscript.
* Email me high quality versions of the images. For print all images should be 300DPI or higher, and in CMYK colorspace. If you want me to provide images for the book let me know in the Styling Options section that you want to purchase that option.
* Need more help getting your manuscript up to speed? Download and read my [5 Steps to Prep Your Book for Formatting tip sheet](https://indiewriterresources.com/wp-content/uploads/2022/03/5-Steps-to-Prep-Your-Book-for-Formatting.docx).

List the way you want your book to look and the styling options you are interested in (You can see a list of options [here](https://indiewriterresources.com/bookformatting/). Listing your interests here won’t lock them in, we can always discuss what options will fit your budget. If you want a comparison estimate between basic formatting and more elaborate formatting let me know):

Your book’s genre:

Series name (if this is part of a series I’ve already worked on):

**Fill out the boxes below for each version that you wish to purchase:**

E-Book Formatting:

* Send a copy of the cover image file in the email.

|  |  |
| --- | --- |
| Where do you plan to sell the book: |  |
| AISN or ISBN: |  |
| List all store links to your books if you want them turned into hyperlinks in the book: |  |

Print Book Formatting:

|  |  |
| --- | --- |
| Trim size: |  |
| ISBN: |  |
| If a novel, do you want to include a Table of Contents: |  |
| Where do you plan to sell the book: |  |

Discuss anything else I should know about your project that’s not covered above:

Closing Comments

Email this application and all other files to [RebeccaDaltonAuthor@Yahoo.com](mailto:RebeccaDaltonAuthor@Yahoo.com)

After reviewing the manuscript and application I’ll send out an estimate for the project, including price and timeline. If the estimate is accepted I’ll provide you a sample chapter for approval. Then I’ll complete the rest of the book and send out a review copy. Adjustments can be made at either point so that you are happy with the final version. **Payment is due in full before receiving your final files**.