



Publishing Services

Select which services *you* feel you need to complete your publishing journey.

When you have decided on the services, please complete the following details and click the 'Submit' button at the end of the services selection.

We will then be in touch to arrange a consultation with you.

About you

Author name: _____

Best contact: _____

Book title: _____

Book genre: _____

Wordcount: _____

Images included (approximate number): _____

Target audience: _____

Target publication date: _____

Have you published before? _____

Do you consent to being added to our contact database? _____



Publishing Services Selection

Step	Service	Deliverables	Tick
Let's Talk	Initial consult. We will meet with you to discuss your book requirements.		
	Initial critique. We can review the first 3,000 words of your manuscript and provide general feedback on readability, grammar and style, and any issues with structure. This will then help you polish your work prior to engaging with further services.	<ul style="list-style-type: none"> > Word document containing the first 3,000 words with tracked changes. > An email outlining general feedback. 	
Needs & Costs	Quote. Based on the needs of your book, we will provide a quote for our services.	> An itemised quote in PDF form.	
	Contract. Once you're happy with the quote provided, we will create the publishing contract which will detail responsibilities, ownership, stages of production and all associated fees and costs (except printing costs – see below).	> A Publishing Services agreement in PDF form detailing the agreed services and responsibilities.	
Polishing & Editing	Copy editing. We will check your manuscript for errors or inconsistencies with grammar, spelling, punctuation and style, and where appropriate, polish language to improve readability. We will also advise on any copyright issues and potential breaches of community standards.	<ul style="list-style-type: none"> > Your manuscript in a Word document with tracked copy edits. > 2 reviews of changes. 	
	Proofreading. We will correct any residual errors in spelling, punctuation, or grammar (typographical errors).	<ul style="list-style-type: none"> > Your manuscript with tracked proofreading edits. > 1 review of changes. 	
Beautiful on the Outside	Cover design. We will create a professional wraparound cover (front, back and spine) for your book for printing and distribution.	<ul style="list-style-type: none"> > Wraparound cover for printing. > Wraparound cover for online book distribution. > Front and 3D cover images for marketing. 	
	Cover design. eBook front and back cover.	> Front and back cover for your eBook.	
Inside Matters	Interior layout and formatting – text only. We will typeset your manuscript interior to create a professional, print-ready book. Our quote will be based on the type of book i.e. text-only (e.g. a novel), some images (e.g. a memoir), or image-based (e.g. a children's picture book).	> Formatted manuscript in agreed book size.	
	eBook creation and formatting – text only. We will create and format your book as an eBook (EPUB) ready for distribution. As with interior layout and formatting, our quote will be based on the type of book i.e. text-only (e.g. a novel), some images (e.g. a memoir), or image-based (e.g. a children's picture book).	<ul style="list-style-type: none"> > ePUB and eBook cover for uploading to IngramSpark. > Link to Kindle Previewer install to review your ePUB. 	
	Pre-print proofing. We will lightly proof and format check your book prior to printing to ensure all possible mistakes are corrected.	<ul style="list-style-type: none"> > Finalised interior PDF for printing and distributing. > Finalised Cover PDF for printing and distributing. 	
	ISBN – number only. For each format i.e. paperback, hardback, eBook etc, a unique ISBN must be purchased.	> Registered ISBN(s) for your book and/or eBook.	

Step	Service	Deliverables	Tick
Preparation for Printing	ISBN - barcode. This is only needed for printed books.	> A barcode on the back cover representing the print book ISBN.	
	Distribution preparation. We will assist with creating your IngramSpark account (if applicable), and if using IngramSpark for printing, prepare your book distribution information, and prepare and upload your book files.	> IngramSpark account created. > 'Title Setup Form' completed. > Book files uploaded and verified.	
	Print quote. We can provide advice on and source a print quote(s).	> One or more print quotes from SOS Print+Media, IngramSpark or a printer of choice.	
	Printing. A quote will be sourced from SOS Print+Media, IngramSpark or a printer of your choice for book printing once the interior page count and book size have been established. Printing charges are paid directly to the printer and are not included in our services quote, nor do we add any markup to the printer's quote.	> Your printed books.	
After Printing	Marketing. We can provide basic marketing advice and assistance and marketing images, social media posts and DP website inclusion.	> 1 'Coming Soon' image and hashtags on social media. > 1 'Cover Reveal' image and hashtags on social media. > 1 purchase link image, links and hashtags on social media. > 1 'Sell Sheet' template (for canvassing bookstores). > 1 consignment form template (for canvassing bookstores). > Blog tour recommendation. > 'Selling your Book' factsheet.	
	Book launch. We can assist with the preparations for your book launch.	> 1 Eventbrite listing and image. > Event attendee management. > 1 event launch image and hashtags on social media. > 1 event promo on DP website. > 1 launch Invitation image. > 1 launch Program. > 1 launch run sheet. > Event launch signage. > At-launch assistance.	
	Library registration. We will register your book with online library services (Pre-Publication registration, Australian Library Services (ALS) & Lending Rights), create a book information sheet to use when contacting libraries, and provide you with a 'Getting into Libraries' fact sheet.	> Cataloguing-in-Publication library registration and graphic in your book. > Legal deposit information sheet and donation form. > ALS registration assistance. > 1 book information sheet (for canvassing libraries) > 'Getting Into Libraries' fact sheet.	
	Basic PR for authors. We can provide media advice and assistance with sourcing channels, prepare a media release for sending to media contacts and provide a list of WA-based media channels to target.	> 1 media release. 1 review. > 1 state media list.	



Step	Service	Deliverables	Tick
	Press Release distribution. We will distribute your press release on an agreed date Australia-wide via Get The Word Out: https://getthewordout.com.au/	> 1 Press Release distributed via https://getthewordout.com.au/	
Let Your Book Fly	Distribution Upload. We will prepare and upload your book files to IngramSpark for online retailer distribution (if not done so already).	> IngramSpark account created. > 'Title Setup Form' completed. > Book files uploaded and verified.	
	Online distribution upload fee. IngramSpark. is used to distribute books and eBooks to major online retailers such as Amazon, Kobo, iBooks, Barnes & Noble, Booktopia etc. It currently costs \$49 USD (approximately \$66 AUD) to upload a paperback and eBook for them to distribute globally.	> Book interior and cover files prepped and uploaded to your IngramSpark account. > Book eProof reviewed. > Book distributed to online book retailers.	
General	Project administration. Our administration fee (5% of the services total) includes setting up of the project, project planning and tracking, creation of the book & author details with links on our website, additional client meetings and additional reviews, as required.	> 1 Project Plan. > Book listing on our website with purchase links. > Author listing on our website. > Additional reviews.	
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