



Kira's Publishing

Birthing your blessing, your confidence, your success!

KIRA'S PUBLISHING CLIENT CHECKLIST



This checklist outlines the publishing process from submission to publication.
Use this as a guide to track your book's journey with Kira's Publishing.

AUTHOR NAME:

BOOK TITLE:

PROJECT START DATE:



CLIENT INFORMATION

- ☐ Author Agreement Signed
- ☐ Author Questionnaire Completed
- ☐ Manuscript Submitted
- ☐ Author Biography Submitted
- ☐ Author Photo Submitted
- ☐ Dedication (if applicable)
- ☐ Acknowledgments (if applicable)



EDITING

- ☐ Initial Manuscript Review
- ☐ Developmental Editing
- ☐ Copy Editing
- ☐ Proofreading
- ☐ Client Approval



DESIGN

- ☐ Cover Design Questionnaire Completed
- ☐ Cover Concept Approved
- ☐ Interior Formatting Complete
- ☐ ISBN Assigned
- ☐ Copyright Page Completed



FINAL APPROVAL

- ☐ Final PDF Sent to Client
- ☐ Client Approval Received
- ☐ Print Proof Ordered
- ☐ Print Proof Approved



PUBLICATION

- ☐ Book Published
- ☐ Author Copies Ordered
- ☐ Distribution Enabled
- ☐ Amazon Listing Live

Notes:



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Empowering Authors. Elevating Stories. Changing Lives.