

# Self-Publishing Package Submission Information Form

Date \_\_\_\_\_

Are you a new customer?  Yes  No

If not, what is your customer number? \_\_\_\_\_

Author's

First Name \_\_\_\_\_

Author's

Last Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

What is the best way to contact you?  Home Phone  Cell Phone  Email

Is there a Co-Author?  Yes  No

If yes, enter contact information here:

Co-Author's

First Name \_\_\_\_\_

Co-Author's

Last Name \_\_\_\_\_

Address \_\_\_\_\_

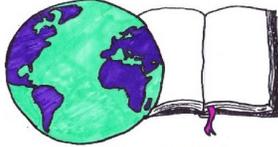
City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

What is the best way to contact you?  Home Phone  Cell Phone  Email



# Self-Publishing Package

## Submission Information Form

Will you use a pen name?  Yes  No

If yes, what is the name? (Enter both names if there are co-authors)

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Book Title

Subtitle

Genre(s)

Book Size  5" x 8"  6" x 9"  8.25" x 11"  eBook Only  
 Other: \_\_\_\_\_

Do you want the book published as both printed and eBook?

Yes  No  Undecided

Would you like to purchase an ISBN for the eBook? (\$50 Fee)

Yes  No  Undecided

Do you want the printed book available for sale on our website?

Yes  No  Undecided  N/A

Do you want the eBook available for sale on our website?

Yes  No  Undecided  N/A

Do you want us to make the printed book available for distribution via other retailers (print on demand, national and international, retail and wholesale)? (\$49 Fee)  Yes  No  Undecided  N/A

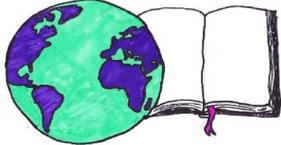
Do you want us to make the eBook available for distribution via other retailers (national and international, retail and wholesale)? (eBook ISBN must be purchased)  Yes  No  Undecided  N/A

What is the suggested retail price for the printed book (if applicable)?

\_\_\_\_\_

What is the suggested retail price for the eBook (if applicable)?

\_\_\_\_\_



# Self-Publishing Package Submission Information Form

Do you want us to edit the book?  Yes  No  Undecided

If yes, please purchase the editing package.

Go to [WrittenWordsPublishing.com/editing](http://WrittenWordsPublishing.com/editing) for information.

What is your preferred method of payment?  Credit/Debit Card  PayPal  
 CashApp  Money Order  Other: \_\_\_\_\_

Front book covers are not included in the self-publishing package. We have access to over 1.9 million pictures and hundreds of fonts. We can create your front cover using one of those pictures or any picture you provide. (\$25 fee)

Would you like us to create the front cover?  Yes  No

Would you like us to send you a list of recommended cover designers?

Yes  No

We will assign a customer number (if necessary) and send a publishing agreement. After signing the agreement and paying the \$100 publishing agreement fee, please do the following:

- Copyright:

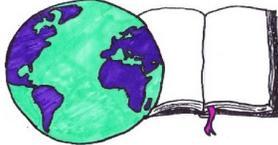
We will register your book with the U.S. Copyright Office. The wait time for a copyright certificate is up to 12 months. Protect your work by printing and mailing it to yourself via certified mail prior to submitting it to us. Do not open the envelope. Store it in a safe place.

- The Book:

We will send you a Unilateral Non-Disclosure Agreement. Submit the executed agreement and the final version of the book in Word format. The book must be saved as one document. Please don't save each chapter as individual documents. Be sure the document name includes the book title and your name.

- Book Cover:

Send us the front book cover and any image you would like on the back cover (if applicable).



# Self-Publishing Package Submission Information Form

- About the Author:  
Submit the information you would like consumers to know about the author(s).
- About the Book:  
Write a synopsis about the book (300 words maximum). These words will appear on the back cover.
- Images:  
If you would like to include images in your book, insert place-holders in your text to indicate preferred placement. Provide a list of where you would prefer the images to be placed as well.

The full cost is \$600. You can pay in full or make payments of \$50 or more over the next 10 months. We will continue the publishing steps along the way. Once you pay the total, your work will be released.

Self-Publishing Agreement Fee is non-refundable. If the publishing agreement is cancelled, payments made on the Self-Publishing Package are refundable, minus incurred expenses.

Please send the completed submission information form to us via email. After you complete the form, make sure you "save as PDF" before you send it. If you're unable to do so, please print and scan it.

If you have any questions, please contact us at 720-390-5179 or [CustomerService@WrittenWordsPublishing.com](mailto:CustomerService@WrittenWordsPublishing.com).