

First Time Author!

Know Nothing About
Publishing?

Ready to
Quit?



FEELING
FRUSTRATED:

STOP! START HERE

FREE BOOK PUBLISHING GUIDE

Know Nothing About Self-Publishing

Free Publishing Guide

6-Steps to Fast Track your Book Publishing
Experience

© 2016 Clayton Communications and Publishing, Inc.

(A non-profit Organization)

Table of Contents

Copyright.....	4
What to Expect From Publishing Companies.....	5
Getting Started.....	6
Chapter Evaluation.....	8
What Else Does Your Manuscript Need?.....	8
What Will It Cost?.....	9
Ready to Go.....	10
My Book Is At Printers, Now What?.....	11
What Other Services Are Available?.....	13
Next Steps.....	15

Copyright ©2016 by Clayton Communications and Publishing, Inc.

No part of this book may be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopying, recording, or by any information storage or retrieval system--except for brief quotations in printed reviews--without permission in writing from the author.

For ordering, permission, or questions, contact:

Clayton Communications and Publishing, Inc.

(A non-profit organization)

P.O. Box 132

Sharpes, Florida 32959

Phone: 321-637-1128

Website: www.ccplifechangers.com

Email: ccplifechangers@gmail.com

All rights reserved

Printed in the United States of America

Congratulations!



You have decided to stop putting off that poetry book, autobiography, message of hope, that self improvement, personal growth, or Christian content book.

You have always had something to say but you just didn't know you could say it in a book.

Perhaps you have contacted other publishing companies like I-Universe, Xlibris, Xulon, Authorhouse or Dorrance Publishing only to discover either the price wasn't right for your budget, you really didn't understand all the self-publishing jargon, or you haven't gotten to the point of really trusting the internet to do business.

You are not alone. At Clayton Communications and Publishing we work with you where you are. Our experienced representatives are authors who have published. They know your apprehensions and will not overwhelm you, or hype you up on false promises.

What we offer is publishing and marketing services to help you as a first time self-published author to carve out a niche for your published book.

You work at your pace.

Step #1

How Do You Get Started?



Schedule your 30 minute complimentary consultation. We would love to chat with you personally on such a big step.

You can also request an evaluation of one chapter (up to 10 pages). This is optional.

If you decide you want the evaluation, there is a fee of \$75.00 (which if you decide to use our services that fee will be deducted from the services we provide). A written evaluation will be sent to your email, or through the postal service, if you prefer.

This evaluation will benefit you as a first time author, allowing you to receive valuable feedback from authors who have paved the way. This evaluation will allow us to customize a plan just for you.

We prefer to work with you through the internet, via e-mail, or telephone; however, you may send and receive through the postal service. If the internet is your preference, you can communicate your wishes to our email at ccplifehchangers@gmail.com. Or you can send your inquiry, or chapter to Clayton

Communications and Publishing, Inc.

P.O. Box 132

Sharpes, Florida 32959

Clayton Communications offers a full services for preparing your book and a range of services to guide your book into the marketplace.

Example: You may be writing your life story or some event that changed the course of your life. Great story but your story is just one of millions out there. How do you prepare it to enter the market and stand out is what we do.

This is where our expertise can make a difference. Keep in mind the success of any book in the market depends also upon what the author is willing to do as a part of a team.

Step #2

After Evaluation of the Chapter



Upon receipt of our evaluation of a chapter from your manuscript, which should be submitted double-spaced for ease of reading; after we forward you the results, you may call us at 321-637-1128, or email us at ccplifechangers@gmail.com to schedule your 30 minute complimentary consultation.

Step#3

Entire Manuscript Evaluation (Optional)

If you decide to continue with us, and wish us to read the entire manuscript, and make suggestions, the fee for that would be calculated depending upon page count. It will also include us correcting what we find. Therefore, it is important that you do your final proof prior to, in order to eliminate excessive corrections (more than 25) which will incur an additional charge).

Step #4

Calculating The Cost To Print



The cost of turning your manuscript into a book depends on amount of pages when sized for cover (i.e 6 x 9; 5 x 7, etc.), whether you have b/w pictures, color pictures, graphics, charts or graphs, International Standard Book Number (ISBN), copyright, etc.

The cost will include cover design (in color), typesetting, formatting, setup/handling fee, a bound proof shipped prior to print. Shipping will be charged once order is ready to be sent to you.

You will be given a cover proof to review. You will be allowed to request corrections if needed. However, if our designers have to start all over, there will be an additional fee charged.

We will do our best to give you the most books for your investment, with a reduced rate for re-orders when needed.

Note:If you choose to purchase your own International Standard Book Number, or copyright, you would just need to provide a copy of that information to us.

Step #5

Ready For Approval



Once the manuscript is signed off on by you, along with the cover, printing will begin. Please allow 7-10 business days (no weekends). Please note that you might not want to schedule any events around your book until you have received your order.

Once book is in the print cycle, any corrections thereafter, will be charged for taking it out of the cycle and starting over.

We tell you as much as we can upfront so you will know what to expect.

Step #6

What to Do While You Wait



You may want to begin planning your marketing options, what you want to do with your finished book. We do have those services available. Also, you may want to purchase a copy of Book Publishing Secets at ccplifechangers.com bookstore. This book contains a section addressing where the first time author should start.

Because we value your success, you can schedule an additional free 20 minute consult to help kick-start you on your way to the market.

We look forward to helping you make your dream of becoming a published author come true. It is exciting. From the day I started I have never regretted the journey, but have enjoyed meeting new first-time authors, hearing their stories, and helping them to help heal others with their life experiences.

Keep the Faith

Blondie L. Clayton,

On behalf of Clayton Communications

A List of Other Services We Provide

(Please note: We customized each customer's orders to fit customer needs and Budget. All services do not have to be purchased at the same time)

Manuscript print ready; includes typesetting, formatting a PDF file (typesetting starts at \$1. To \$5.00 per page)

Printing Books (Price depends on page count, charts, pics, color/black/white)

(charts or pictures start at \$5 to \$10 each)

Book Cover Design (starts at \$250)

ISBN (starts at \$125.00)

Copyright (starts at \$85.00)

Editing (starts at \$3 to \$7.00)

Proofreading (starts at \$1.50 to \$5.00)

New

Coaching Services (starts at \$550.00 for 150 to 200 page book)

(Involves a coach assisting you in understanding the language of different print options and to assist you in making the best choices to get the job done)

Marketing (packages customized to fit customers need, experience, and the market)

Focus:

Web Site development

Choosing the right domain name, web site hosting

Amazon Network- Setup for print ready and e-book distribution

Book Press Releases

Instagram

youtube

Additional charges :

Shipping/handling

Set up fees \$21.00

Proof copy prior to print: \$19.00

Fulfillment fee \$14.47

After Production Services:

Authors may order their cover and text on CD for their files \$45 per title

Thank You For Your Inquiry - Help Us Help You Get Started

(Every customer's book is different and by filling out this form, it helps us to create your unique help sheet, from where you are to a published book in the Marketplace. Or just to better help you to assess what your book project involves and potential cost.)

Your Name _____

Best Day Time Contact number _____

Email address _____

Date _____ Time _____

Title of Your book _____

Amount of pages _____

Has your book been copyrighted? Yes _____ No _____

Which size is it in presently 8 1/2 x 11 _____ Other _____

Is it in a Word Document _____ Other _____

Is it proofread and ready to go to print yes _____ No _____ Or need proofreading _____

Has it been edited yes _____ No _____ Or does it need editing _____

How many charts _____ pictures in color _____ Pictures in black and white _____.

Or no charts or pictures _____

Is it a fiction writing _____ Non-fiction _____

If it is a children's book, has it been illustrated _____ Or need illustration _____; Is it in color _____ Or black/white _____ How many pages? _____

Is this book going into the Amazon Network _____ Or other _____

If it is going into the Amazon Network, do you want an e-book _____

Plus print book _____ Or both _____

Do you presently have a website yes _____ No _____

Do you want a website? _____

Do you want us to publish it into print _____ or do you want someone

To coach you into getting it into print? _____

Do you presently have a facebook page yes _____ No _____

Do you have an Instagram page yes _____ No _____

Do you have a you tube channel yes _____ No _____

Do you have an International Standard Book Number (ISBN) for your book

Yes _____ No _____

Upon completion of form, please email it to us at print2publish@gmail.com and someone will

Get in touch with within 24 hours. Look forward to helping you to make your dream as a published author to come true.

Blondie L. Clayton

On behalf of Clayton Communications and Publishing, Inc.

Want More Specifics? Fill out this form and Email it to us at ccplifechangers@gmail.com

Or you can mail it to:

Clayton Communications and Publishing, Inc.

P.O. Box 132

Sharpes, Florida 32959