



GET YOUR ORDER READY

4-16

## checklist

Your pages are press-ready, and you are ready to submit your order. Use our checklist to ensure your order is complete.

- Is the order form completed and signed? Are other necessary forms and material enclosed? Missing items will delay production.
- Have you enclosed the first 1/3 payment (or are you paying online)?
- Do you have any special instructions? If you discussed a due date or special instructions with someone at Morris Publishing,<sup>®</sup> write these details on the order form. *If it's important, put it in writing.*
- If your cover is not press-ready, have you provided all final cover material, including instructions and photos/artwork?
- If you are sending a digital cover, have you used the correct template and converted it into a PDF? Print *Submitting a Press-Ready Cover* from our web site's Download Center.
- Did you format pages correctly? Print *Submitting Press-Ready Pages* and use a template (Microsoft Word,<sup>®</sup> QuarkXpress,<sup>®</sup> and Adobe InDesign<sup>®</sup>). Go to our web site's Download Center.
- Are pages numbered correctly (odd page numbers on right-hand pages and even page numbers on the left)? Did you allow for blank pages in your numbering? Do you want chapters to begin on a right-hand page? See *Submitting Press-Ready Pages*.
- Have you spell-checked and proofed all pages? Errors are costly to fix and corrected pages will need to be resubmitted.\*
- Did you convert the digital file of your pages into a PDF? For details and how to send a file, print *Submitting Press-Ready Pages*.
- Are photos/artwork enclosed for pages if they are not embedded in your PDF file or if you are submitting a press-ready hard copy?
- Are any photos/artwork on pages or cover copyrighted? Do you have permission for their use? Furnish a signed *Release Form*.
- Have you backed-up all your book files (pages and cover)? We do not provide any type of archive service.

\* If changes or corrections need to be made to pages after reviewing your proof, corrected pages must be resubmitted to us. Once your book goes into production, late submissions are not allowed.



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to EXCELLENCE**