

**Tell us a little about yourself:**

Mr  Mrs  Miss  Ms

First Name: Enter First Name

Surname: Enter Last Name

Address: Enter Address

Post Code: Enter post code

Telephone Number: Enter number

Email: Enter email address

Pen Name: Enter pen name delete if none

**Tell us some financial details - so those royalties can roll in:**

Bank/Building Society Name: Enter institution’s name

Sort Code: Enter Sort Code

Bank Account No: Enter Account Number

Tax Reference Number: If you know your reference put it here

IBAN: Enter IBAN number

BIC: Enter BIC number

**IBAN and BIC numbers have to be obtained from your Bank**

Username: Enter Username

Password: Enter Password

Down to business with the publication next!

**Let’s get down to business:**

What is the publications title? Tell us the Title

What form do you want to publish in? eBook  Paperback

What size paperback? Choose an item.

What’s your deadline for this project? (dd/mm/yy) Enter a date.

Could you give us a ballpark figure for your available budget for the project? (£Value)

Is this a public domain publication? Yes  No

Is the book suitable for under 18yrs? Yes  No

Do you hold copyright to all elements for publication? Yes  No

Is cover fully prepared to fit chosen book size? Yes  No

Is manuscript saved in chosen size format? Yes  No

Do you have ISBN number? Yes  No

**Some words about your publication:**

Describe your publication in under 4000 characters:

Enter publication precis

**Someone’s searching the web for your publication. What words or phrases will they search for in Google?**

Tell us your chosen keywords of phrases, separated with commas

**What two classifications does your publication fit in?**

Tell us the two classifications for your publication

Now who does what next!

**Help us out here – Who will provide the following resources?**

**Us You**

Stock photography

Other artwork/illustrations

Copywriting text

Professional logo

Graphic design

Metatags/description

Application for ISBN number

**Is there anything else you would like to tell us?**

Tell us anything we have missed

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