1106 design

WORKFLOW

Please print this form and check off each task as it is completed so you'll always know where you are in the process. If you did not order a service shown here, simply ignore it.

The timeframes noted below are estimates only, based on typical books. We always keep up with you and work as quickly as possible without sacrificing quality. We work on steps simultaneously when possible, but tasks are usually completed in the order shown below. For a complete description of each task, please visit https://1106design.com/services/.

This symbol stands for revision cycles until the item is approved, typically 5–10 business days per round, depending on complexity.

Important note: Book creation is a dynamic process. Creating a market-ready book often involves more "rethinking" than anyone expects. We know you're anxious to release your book—so are we!—but please do not announce a publication date or schedule events until files are uploaded to the printer(s). Book printing and delivery can take up to two weeks.



- ☐ **1. Project Setup/Review Files and Questionnaires:** 5 business days.
- ☐ **2. Order ISBNs:** Author to supply credit card information, username, and password to setup Bowker account.
- ☐ **3. Author sets up accounts at KDP.Amazon.com and IngramSpark.com:** Please set up your account only, then stop. ***Do not*** set up your title and distribution options; we will do this.



- ☐ **4. Editorial Evaluation:** 10–15 business days.
- ☐ **5. Editing:** 15–20 business days, depending on length and complexity of the text.
- ☐ **6. Front Cover Design:** 10–15 business days for first concepts.
- ☐ **7. Full Cover Completion:** Design back cover and spine after front cover is approved; 5 business days. Spine width will be further adjusted after interior is approved and final page count is known.
- ☐ **8. Website Creation begins.** Author to provide text and images for each page of the website.



- ☐ **9. Interior Sample Text Design:** 10–15 business days for first designs.
- ☐ **10. Full Interior Layout:** 10–20 business days for first full layout.
- ☐ **11. Draw diagrams (if applicable):** Concurrent with full interior layout.
- ☐ **12. Proofreading by author and proofreader:** 10–20 business days, depending on length and complexity of the text.

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WORKFLOW CONTINUED • SMILE! WE'RE ALMOST DONE!



- ☐ **13. Author review of proofreader's suggested revisions:** Author may add additional comments to proofreader's PDF and return the combined document. Instructions will be provided.
- ☐ **14. 1106 Design adds revisions to layout:** 5–10 business days, depending on the extent of the revisions needed.
- ☐ **15. Author review of subsequent interior proofs until approved.**
- ☐ **16. Index:** 3 or more weeks for Level 1 Index; 2 weeks for Level 2 index, depending on length and complexity of the text.
- ☐ **17. Introduction to Book Marketing Consultants.**



- ☐ **18. After Final Approval Form is signed and balance due is paid:** 1106 Design will set up title and upload final files to printer(s).
- ☐ **19. About Pre-Orders:** We strongly recommend against Pre-Orders due to the complications they can cause. However, if needed, we can set the Pre-Order release date ***at least four weeks out*** to allow author enough time to order and approve a printed proof before the release date. ***Warning:*** Revised files cannot be uploaded once a Pre-Order is activated. Any changes will have to wait until after the book is released.
- ☐ **20. Author reviews electronic proof from printer(s).**
- ☐ **21. Author orders printed proof from printer(s).**
- ☐ **22. eBook Formatting:** 12 to 15 business days.
- ☐ **23. Author approves printed proof(s) and notifies 1106 Design of approval.**



- ☐ **24. Author to activate distribution at KDP:** Amazon goes live in approximately 72 hours; it can take longer for the cover to appear. ***Note:*** If a Pre-Order Launch Date has been set up, IngramSpark will release the book on that date. It is ***imperative*** that KDP distribution be activated 72 hours before this date.
- ☐ **25. Author to activate distribution for IngramSpark AFTER the book is live on Amazon:** IngramSpark system can take up to 14 business days to populate title details to all retailers.

  Don't worry; we'll walk you through the above steps.
- ☐ **26. 1106 Design to set up title details at Bowker.**



- ☐ **Congratulations on a Job Well Done!** Thanks to your goodwill and patience throughout this process, you are now a published author! It was our honor and pleasure to help with your book. Thank you for your business; we wish you every success!