

CHECKLIST AND ORGANIZER
for interior sample pages

Please complete this checklist to provide the designer with project specifications, contact information and materials necessary to complete the assignment in a timely, efficient manner.

1. All materials must be received before assignment can be started.
2. Sample pages for interior book assignments are completed in three phases; chapter, front matter and back matter. Payment is requested upon completion and approval of each phase.
3. Cover assignments include presentation and mechanical. Payment is requested upon completion of each task.
4. Flat fees includes a fixed number of revisions as agreed upon (one major revision and up to two minor revisions). Changes and revisions extending beyond the fixed number will be billed hourly at the rate of \$50/hr.
5. Delivery date of sample pages will be based on receipt of all materials and essential information.

Name of Book: _____

Name of Author: _____

ISBN: _____

Trim size: _____

Bleed: _____

Color: _____

Project Manager Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone No. _____ E-mail: _____ Fax: _____

Publisher/Division: _____

Date assignment and materials provided designer for sample pages: _____

Time scheduled for designer to complete assignment: _____

Date sample pages due from designer: _____

Budget: _____

Payment schedule: _____

Notes: *(please include comments and list any items to come)*

MATERIALS

All materials must be received prior to beginning assignment. If all materials listed here are not included, then a flat fee is not equitable and there should be a discussion.

Book:

1. Provide copy of book indicating reference for sample pages:
 - what is to be picked up
 - what is to be modified and
 - what is to be created new

Text and tags:

1. With each phase, list all tags to be included in sample pages
2. Mark up Xerox pages of previous edition to show where tags are applied.
3. Provide reference for new features. Indicate name of tags on reference.
4. For new books or major revisions, supply text on disk with tags marked up on hard copy.
5. For new editions, text that uses the same tags can be supplied with chapter file(s) from previous edition.

Art:

1. List and provide fpo files at 150 dpi of all art that is pickup from previous edition or other source. (Required if sample pages are to be printed and routed for approval.)
2. List all art that is to be created new or modified.
3. Files to be used to create new art should be supplied at 300dpi.

SOFTWARE

1. Quark version _____
2. InDesign version _____
3. Illustrator version _____
4. Photoshop version _____
5. Acrobat version _____
6. Stuffit version _____
7. Plugins _____

PRESENTATION FORMAT

Describe how presentation, revisions and mechanicals are to be prepared for submission to publisher.