

checklist

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

- Is the order form completed and signed? Have you completed and enclosed all other necessary forms and material? Missing items will delay production of your book.
- Have you enclosed the first 1/3 payment?
- Do you have any special instructions? If you discussed a due date or special instructions with someone at Morris Publishing, write these details on the order form. *If it's important, put it in writing.*
- Have you provided all final cover material, including photos and/or artwork, if it is not press-ready?
- If you are sending a digital file of your cover, have you included all linking art files and fonts (or a PDF)?
- If you are sending a PDF file of your pages, did you follow the page guidelines from p. 18 of the *Publishing Guide*? Use the templates (Quark,[®] Publisher,[®] and Word,[®]) from our web site's Download Center if you need assistance.
- 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 p. 19 of the *Publishing Guide*.
- Have you spell-checked and proofed all pages? Errors are costly to fix, and corrected pages will need to be resubmitted.*
- Did you use the *Submit Online* feature of our web site to convert your pages into a PDF?
- Have you included photos or artwork 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?

* 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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