



SELF-PUBLISHER'S CHECKLIST

Use this checklist to help track your book through Blitzprint's preflight & manufacturing processes.

DESIGNING YOUR BOOK	
<input type="checkbox"/>	Decide on the dimensions and page count of your book. The more information you are able to give us means the more accurate your estimate will be.
<input type="checkbox"/>	Choose the font(s) that you would like to use in your book. Consider the size and spacing of your text. For additional help with this you can refer to our self-publishing guide.
<input type="checkbox"/>	Select the binding for your book. It is helpful to know what type of book you are looking for before submitting it for printing.
<input type="checkbox"/>	Choose between white and natural paper stock options for your book's interior.
<input type="checkbox"/>	Set the margins of your book to 0.5 inches with an additional gutter of 0.2 inches on the inside edge. You may also want to increase the margins at the top/bottom by another 0.1-0.2 inches.
<input type="checkbox"/>	Make sure your title page, copyright, table of contents, dedication, and about the author sections added.
<input type="checkbox"/>	Once you are ready submit a Quote Request to www.blitzprint.com/request-a-quote .
PRINTING WITH BLITZPRINT	
After you have received your initial quote from Blitzprint you can expect the process to reflect the steps below.	
<input type="checkbox"/>	Confirm the details of your quote and discuss any questions or changes with your Blitzprint Client Support Specialist. If you require any assistance with formatting work or adjustments let us know at this time.
<input type="checkbox"/>	Confirm the quantity of books you would like to have produced.
<input type="checkbox"/>	Complete the Print Agreement form and discuss your order's deposit with your contact at Blitzprint.
<input type="checkbox"/>	Upload your files for formatting/proofing on our website.
<input type="checkbox"/>	Look over the proofs that have been prepared and sent to you by Blitzprint's format designers and discuss any revisions and adjustments you require.
<input type="checkbox"/>	Approve your files for production. Printing will now begin! (To avoid confusion please clearly state when your book is approved to proceed)
<input type="checkbox"/>	After 10-12 business days you will be contacted to arrange shipping/pickup for your order. Any outstanding GST/Shipping charges will need to be settled before your order can depart.