



Sample Book Request Form

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AUTHOR INFO

Name: _____
Address 1: _____ City/State/Zip Code: _____
Address 2: _____ City/State/Zip Code: _____
Phone () _____ Phone () _____ Email: _____

Book Info

Title of the book: _____
Author's name as it should read on the book: _____
Submission Format: Email Postal Mail (*Typed/Printed Copy*) Trim Size: 5.5 in. x 8.5 in 6 in. x 9 in. 8 in. x 8in 8 in. x 10 in.
Book Cover Design: Standard (Without front & back flaps) Standard Plus (With front & back flaps) \$.75 cent per flap per book
Book Cover Stock: 10 pt. Cover Stock 11 pt. Cover Stock Cover Lamination: Glossy Soft Touch Velvet Matte
Single Copy Price: \$ _____ (This is the price of each book.)

Why do you want to have your book published?

FOR OFFICE USE ONLY

Date & Items received:

Submission Format:

P.I.L.P. ID: 04-P-

INTERIOR PAGE DESIGN & SET UP FORM

This page is designed to give you options on the formatting and design of your text pages and other elements of your book. You will be able to see how your book looks with your selected options from page position, paper type, specialty paper, typefaces, page numbers, accents and position.

<input type="checkbox"/> Left Position (Text placed on left of page)	<table border="1"> <tr> <td style="text-align: center;">Poetry Is Life</td> <td style="text-align: center;">Poetry Is Life</td> </tr> <tr> <td style="vertical-align: top;"> Poetry is life we only get one so we must live right. The same must apply to what we write, in the fact that what we write must reflect life. 2 </td> <td style="vertical-align: top;"> Poetry is life we only get one so we must live right. The same must apply to what we write, in the fact that what we write must reflect life. 3 </td> </tr> </table>	Poetry Is Life	Poetry Is Life	Poetry is life we only get one so we must live right. The same must apply to what we write, in the fact that what we write must reflect life. 2	Poetry is life we only get one so we must live right. The same must apply to what we write, in the fact that what we write must reflect life. 3
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Page Number: Choose One <input type="checkbox"/> Top Left/Top Right <input type="checkbox"/> Bottom Left/Bottom Right <input type="checkbox"/> Top Center <input type="checkbox"/> Bottom Center					
Name of Book & Author's Name Position On Text Pages.					
<input type="checkbox"/> Name of book on top left page, author's name on top right page. <input type="checkbox"/> Author's name on top of left page, name of book on top of right page. <input type="checkbox"/> Name of book (Circle One): Left/Right page or centered. Top/Bottom <input type="checkbox"/> Author's name (Circle One): Left/Right page or centered. Top/Bottom <input type="checkbox"/> Name of book top center left page, author's name top center right page. <input type="checkbox"/> Author's name top center left page, name of book top center right page. <input type="checkbox"/> Don't List Name of Book or Author's Name. <input type="checkbox"/> Other: _____					
<i>Page Numbers will be featured on each page with your choice of Name of book & Author's Name Position.</i>					

<input type="checkbox"/> Centered (Text placed in center of page)	<table border="1"> <tr> <td style="text-align: center;">Poetry Is Life</td> <td style="text-align: center;">Poetry Is Life</td> </tr> <tr> <td style="vertical-align: top;"> Poetry is life we only get one so we must live right. The same must apply to what we write, in the fact that what we write must reflect life. 2 </td> <td style="vertical-align: top;"> Poetry is life we only get one so we must live right. The same must apply to what we write, in the fact that what we write must reflect life. 3 </td> </tr> </table>	Poetry Is Life	Poetry Is Life	Poetry is life we only get one so we must live right. The same must apply to what we write, in the fact that what we write must reflect life. 2	Poetry is life we only get one so we must live right. The same must apply to what we write, in the fact that what we write must reflect life. 3
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Name of Book & Author's Name Position On Text Pages.					
<input type="checkbox"/> Name of book on top left page, author's name on top right page. <input type="checkbox"/> Author's name on top of left page, name of book on top of right page. <input type="checkbox"/> Name of book (Circle One): Left/Right page or centered. Top/Bottom <input type="checkbox"/> Author's name (Circle One): Left/Right page or centered. Top/Bottom <input type="checkbox"/> Name of book top center left page, author's name top center right page. <input type="checkbox"/> Author's name top center left page, name of book top center right page. <input type="checkbox"/> Don't List Name of Book or Author's Name. <input type="checkbox"/> Other: _____					
<i>Page Numbers will be featured on each page with your choice of Name of book & Author's Name Position.</i>					

Paper Type: Choose One
<input type="checkbox"/> Natural (Cream) 60 lb. text <input type="checkbox"/> White 60 lb. text <input type="checkbox"/> White 70 lb. text
Specialty Paper: (V) Vellum, (M) Metallic, (C) Cardstock, (F) Foil
<input type="checkbox"/> (V) # of pgs ____ /Color(s): _____ Foil: Y/N Color(s): _____ <input type="checkbox"/> (M) # of pgs ____ /Color(s): _____ Foil: Y/N Color(s): _____ <input type="checkbox"/> (C) # of pgs ____ /Color(s): _____ Foil: Y/N Color(s): _____ <input type="checkbox"/> (F) On my paper type: Color(s): _____
Typeface (Fonts): Choose one font for each section
Font (Book Cover Title) _____ <input type="checkbox"/> Normal: Regular or BOLD Size: _____ <input type="checkbox"/> SMALL CAPS: REGULAR or BOLD Size: _____ <input type="checkbox"/> ALL CAPS: REGULAR or BOLD Size: _____ Font (Poem Titles) _____ <input type="checkbox"/> Normal: Regular or BOLD Size: _____ <input type="checkbox"/> SMALL CAPS: REGULAR or BOLD Size: _____ <input type="checkbox"/> ALL CAPS: REGULAR or BOLD Size: _____ Font (Poem) _____ <input type="checkbox"/> Normal: Regular or BOLD Size: _____ <input type="checkbox"/> SMALL CAPS: REGULAR or BOLD Size: _____ <input type="checkbox"/> ALL CAPS: REGULAR or BOLD Size: _____ Font (Page Numbers) _____ <input type="checkbox"/> Normal: Regular or BOLD Size: _____ Font (Book Name/Author Name) _____ <input type="checkbox"/> Normal: Regular or BOLD Size: _____ <input type="checkbox"/> SMALL CAPS: REGULAR or BOLD Size: _____ <input type="checkbox"/> ALL CAPS: REGULAR or BOLD Size: _____
Page Number Accents: Choose One
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Page Number Accent Position: Choose One
<input type="checkbox"/> Above the page # Example 24 <input type="checkbox"/> Underneath the page # Example 24 <input type="checkbox"/> Both sides of the page # Example ~24~ <input type="checkbox"/> Between the page # book name/author's name 16 - Author's Title Author's Name - 17