



SERVICE OPTIONS

The choice is yours.

Select which services you need to complete your publishing journey.

Fees are either based on—

- The total word count of your manuscript e.g. editing and proofreading,
- an hourly rate e.g. interior formatting and typesetting or
- a fixed cost e.g. ISBN and barcode.

We welcome discussion to ensure you have what you need to achieve your publishing destination.

Footprints Publishing printer of choice is iPrintPlus in Osborne Park, you may use your preferred printer and we are happy to work with them.

When you have decided on the services you need, please go to the [Footprints Publishing – Service Enquiries](#) to complete the form and submit your enquiry. *We need to know the total word count of your manuscript to complete a quotation.* You could also tick the services required and return this document to us by email – editor@footprintspublishing.com.au

All projects will have a plan with appropriate milestones, timeframes and scheduled payments. It is Footprints Publishing's aim to have everyone on the same page.

It is important to know at the start if you have a deadline such as Mother's Day or Christmas. We will work back from that date to develop the project plan. If your deadline would be difficult to achieve, we will discuss appropriate options such as delaying some services to concentrate on key tasks.

A quotation is provided based on your selection of services and if agreed upon, all parties must sign a Publishing Contract.

Services can be added to at a later date and an Addendum to the Contract will be made.

We value transparency and openness to ensure your writing journey is smooth and trouble-free.

Thank you for your interest in Footprints Publishing Pty Ltd.

WORK/AUTHOR INFORMATION

Author's Name:	
Manuscript Title (Work):	
Manuscript Word Count:	

Services Selection

Section	Service	Selected
Consultation	Initial Consult. Meeting with client to discuss requirements of project.	<input checked="" type="checkbox"/>
	Initial critique. Review of first 3,000 words. Basic feedback given to client on readability, main issues, and structure.	<input type="checkbox"/>
	Manuscript Critique. The manuscript is read and feedback given on main elements of style, structure, voice, readability, grammar, punctuation, spelling, common phrases/words, key issues discovered and any copyright issues. Client receives a written report. Estimate is based on 3500 words critiqued per hour.	<input type="checkbox"/>
Editing	Structural Editing. Clarifying or reorganizing a manuscript for content and structure. Changes may be suggested to or drafted for the author. May include negotiating changes with the author. Includes checking or correcting reading level; creating or recasting tables and/or figures.	<input type="checkbox"/>
	Copy Editing. Editing for grammar, usage, spelling, punctuation, and other mechanics of style; checking for consistency; clarifying meaning, eliminating jargon, polishing language. Includes incorporating author's responses to queries and checking the input thereof.	<input type="checkbox"/>
	Fact Checking/Citation Checking/Reference Checking. Checking accuracy of facts and quotes by reference to original sources used by the author or to other reference sources.	<input type="checkbox"/>
	Rewriting. Creating a new manuscript or parts of a manuscript on the basis of content and research supplied by the author. Does not include the following unless specified: <ul style="list-style-type: none"> • research • writing original material 	<input type="checkbox"/>
	Proofreading. Checking of a document to detect any errors in spelling, punctuation or grammar.	<input type="checkbox"/>
<p>NOTE – Where fees are based on the word count of the manuscript, an additional fee is incurred if, during the editing process, the word count increases by more than 1,000 words above the original total wordcount. The fee will be based on the applicable editing rate.</p>		
Pre-Print	Interior formatting option 1: text only. Typesetting the manuscript interior into book format for printing. The manuscript is text-based (e.g. a novel) and contains no images. Includes two rounds of review and corrections.	<input type="checkbox"/>
	Interior formatting option 2: text and some images. Typesetting the manuscript interior into book format for printing. The manuscript is a mix of text and images (e.g. a coffee table read or self-help book) and contains several images. Includes two rounds of review and corrections.	<input type="checkbox"/>

Section	Service	Selected
	Interior formatting option 3: image-based pages. Typesetting the manuscript interior into book format for printing. The manuscript is predominantly image-based pages with some text (e.g. a child's picture book). Includes two rounds of review and corrections.	<input type="checkbox"/>
	eBook formatting and creation option 1: text only. Typesetting the text-based book interior for the creation of an .EPUB for uploading to IngramSpark. Includes two rounds of review and corrections.	<input type="checkbox"/>
	eBook formatting and creation option 2: text and images. Typesetting the text-based book interior for the creation of an .EPUB for uploading to IngramSpark. Includes two rounds of review and corrections.	<input type="checkbox"/>
	eBook formatting and creation option 3: image-based pages. Typesetting the book interior for the creation of an .EPUB for uploading to IngramSpark. Includes two rounds of review and corrections.	<input type="checkbox"/>
	Cover design. Full wraparound cover for print books and cover only for eBooks. Includes 1 review.	<input type="checkbox"/>
	Pre-print proofing. Light proofing and format checking prior to printing.	<input type="checkbox"/>
Print	ISBN. Number only. NB a unique ISBN must be purchased for each format i.e. print, eBook etc.	<input type="checkbox"/>
	Barcode. NB for print formats only.	<input type="checkbox"/>
	Print quote. Advice on and sourcing a print quote(s)	<input type="checkbox"/>
	Printing.	<input type="checkbox"/>
Post-Print	IngramSpark. Upload fee of book and eBook to IngramSpark . IngramSpark is used to distribute books and eBooks to major online retailers such as Amazon, Kobo, iBooks, Barnes & Noble, Booktopia etc. Their upload fee is currently \$53 for soft cover and eBooks.	<input type="checkbox"/>
	Distribution Setup. Assisting with the account creation and upload of books to IngramSpark.	<input type="checkbox"/>
	Launch & Marketing. Basic marketing advice and assistance with launch preparation including providing images, social media posts and Footprint's website inclusion.	<input type="checkbox"/>
	Library Registration. Registering with online library services (ALS & Lending Rights), book information sheet prep and WAIN (WA Information network) post. Getting into Libraries fact sheet.	<input type="checkbox"/>
	PR for authors. Providing PR advice and assistance with sourcing channels. One media release prepped and reviewed.	<input type="checkbox"/>
General	Project administration. Administration fee includes set up of the project, ISBN registration, project planning and tracking, creation of an author page and book details on Footprints Publishing website and additional client meetings.	<input checked="" type="checkbox"/>