**SPECIAL INSTRUCTIONS: EPUB to Print file conversion**

**Date:** Click here to enter a date.

**eBook ISBN:** Click here to enter text.

**eBook Title:** Click here to enter text.

To create print files from EPUB files, our designers insert the text from your EPUB files into the typesetting template you selected or had custom designed. It is very important that thoroughly review the type setting template and understand how your text will display within it.

You must include all special instructions for EPUB to Print file conversion projects prior to the work being completed. Any special instructions or alterations to the typesetting template made post-conversion can result in additional costs (but typically not exceeding $20-$75 in fees).

**Have you thoroughly reviewed all aspects of the typesetting template and are you 100% pleased with it? For example, is it the right size and do you like how the page headers and page numbers appear?**

Yes \*

No

I have noted below what I have questions about or would to have like changed. Changes to the template can result in an additional fee.

Click here to enter text.

**Are any design elements in your book not included in the typesetting template? For example, elements like section breaks are not a part of a typesetting template, so whatever you have used to denote section breaks in your eBook edition will be used in the print edition we are creating for you.**

Yes

Please tell us what you would like to have changed. Be very detailed and include exact examples. For example, “All of my section breaks are denoted by \*\*\* and in the print edition, I would like them to be replaced with the star image file I have provided called ‘star.jpg’.” List those details below:

Click here to enter text.

No\*

**Do you have any images in the EPUB file? This includes any images used for logos, title page art, section breaks, line art, anything that is not text and requires use of an image file.**

Yes

Please provide original design files or high resolution images for the print file

No\*

**How would you like embedded links in the eBook file to appear in the print edition?**

Type out the link’s URL next to the text, our default is text followed by a comma and then URL like this: Facebook, http://facebook.com

If you would like another format, please include an example here: Click here to enter text.

Ignore all link information \*

**Do you have any text in the file that references online stores or an online reading experience? For example: “Click here: link”**

Yes

Please tell us where this text appears and we can remove it during the conversion process. Feel free to send a separate Word or PDF doc describing the changes if needed. (all changes post conversion require an additional and separate editing project fee, typically $20 for up to 25 changes). Explain below:

Click here to enter text.

No\*

**Would you like any content removed? For example: Sample chapter for next in series.**

Yes

Please tell us what to remove. Feel free to send a separate Word or PDF doc describing the changes if needed.

Click here to enter text.

No \*

**Would you like any content reordered? For example, Move the Copyright page from the back to front of the print edition.**

Yes

Please tell us what you would like moved and to where. Feel free to send a separate Word or PDF doc describing the changes if needed.

Click here to enter text.

No \*

**Would you like any content added? For example, add a new About the Author or blurb for your print catalog.**

Yes

Please tell us what you would like added and where. Feel free to create that addition in a new, separate Word or PDF file and tell us where to place it.

Click here to enter text.

No\*

**Do you have any other special elements in your eBook edition that would need to be reconsidered in the print edition? Please conduct a thorough review of your eBook file for any special elements that would require tweaking in the print edition.**

Yes

Please explain below:

Click here to enter text.

No \*

\*I understand that any changes requested post conversion may require an additional fee. By checking this box, I accept that I will incur said fee for changes not outlined within this document.