

# Pre-order Timeline



Design front cover image jpg. Log into your INdemand Console to select your print materials and confirm printing costs and retail list price. Ensure you have a unique print ISBN. Then upload cover jpg and metadata for delivery to retailers.

Copyedit and proofread manuscript. Services available through INscribe.

Send source files for conversion to print ready PDF.

Design full wrap cover PDF. Make sure to include bar code and pricing on the back cover.

Final Files—full cover wrap and interior PDFs—need to be uploaded to your INdemand console.

You can now place a direct order for author copies at cost.

Any pre-orders placed by retailers and wholesalers will be ordered from the printer.

Pre-orders will be shipped to retailer warehouses in anticipation of your launch date.

Last chance to change your publication date! After this time your pub date is locked at retailers.

## Standard Go-Live Timeline



### **Additional Information**

#### **Direct Orders**

Once a Direct Order quote is approved, you can expect the following delivery times for your POD Direct Purchase Orders:

#### 2-4 weeks: Paperback 3-5 weeks: Hardcover

Standard ground shipping applied. Any higher volume orders of 1,000 units or more can be produced using off-set printing at reduced unit cost.

Timelines will vary for off-set.

### Metadata Updates

Metadata updates must be submitted by Wednesday of a given week in order for changes to be reflected on retailer sites the following week.

Updates will appear at retailers 7-10 days following submission.