

Author Submission Form

Please print clearly all the contact information and select publishing option(s) from below.

Contact information (complete as fully as possible for a prompt service)

Mr/Mrs/Miss/Ms

Name: _____ Address: _____

_____ Post code: _____

Tel: _____ Email: _____

Book Title: _____

Pen Name (if other than contact name): _____ Word Count: _____

Please select the service(s) you are interested in from below:

Print on Demand for less

Please send a CD, floppy disk or manuscript enclosed. An approximate word count of 10,000-100,000 max. (Based on final paperback max page extent of 300 pages).

Private or Limited Editions (word count required)

Please send a CD, floppy disk or manuscript with the document enclosed for full quote.

Number of copies required.....

Full Publication to test the market (word count required)

Please send a **synopsis** with your CD, floppy disk or manuscript with the Reader's Fee. (£35 for every 30,000 words or part thereof)

5 or 10 Book Deal (tick appropriate boxes below)

Book title and name/pen name required above in order to correctly produce the cover. Please send a correctly sized (see overleaf), single MS Word document on disk with your cheque. Allow a minimum of 28 days for delivery.

Please note: If there are any problems with the file we will ask for a re-submission delaying delivery time.

Novel Memoirs Children's Poetry Other.....

60-300 pages 5 copies (£49.95 + £5.50 p&p = £55.45) 10 copies (£95.95 + £10.00 p&p = £105.95)

300-500 page 5 copies (£74.95 + £5.50 p&p = £80.45) 10 copies (£139.95 + £10.00 p&p = £149.95)

Please sign below to acknowledge all data on this form is correct:

- I enclose a cheque or postal order for the appropriate amount for my chosen service(s)
Made payable to Pen Press Publishers Ltd
- I have kept a copy of my work
- I enclose the correct postage for the return of my work should I require it

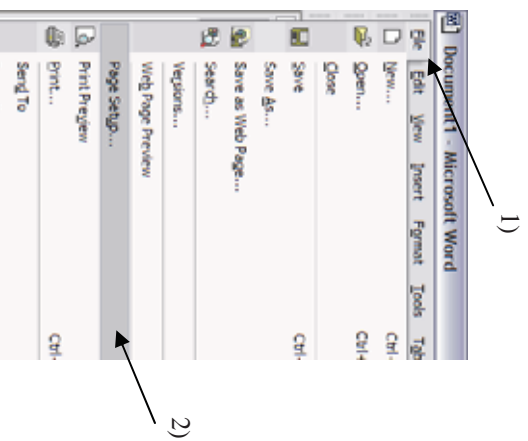
We must stress that

- (i) you must retain a copy of your work for your own records and
- (ii) we are unable to return work if postage is not included

SIGNATURE..... DATE.....

(This does not constitute a contractual obligation and copyright of all material submitted to us remains with the author)

5 AND 10 BOOK DEAL - MICROSOFT WORD INSTRUCTIONS



1) Click **File** on the menu as shown to the left.

2) Then click **Page Setup...**

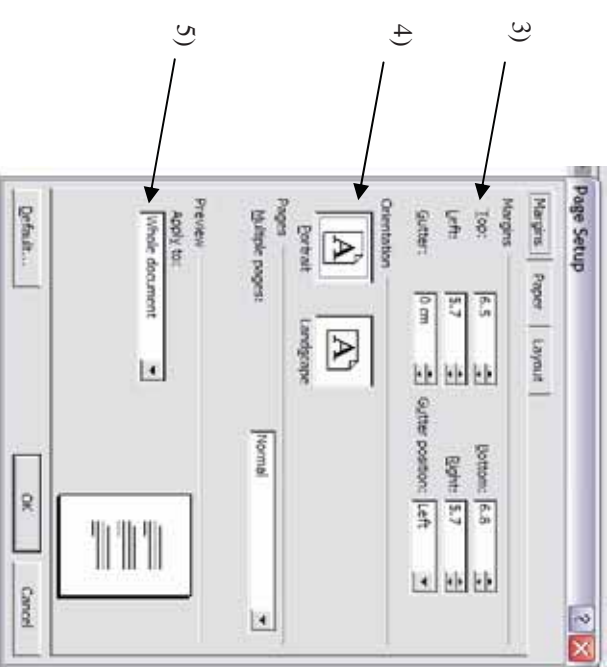
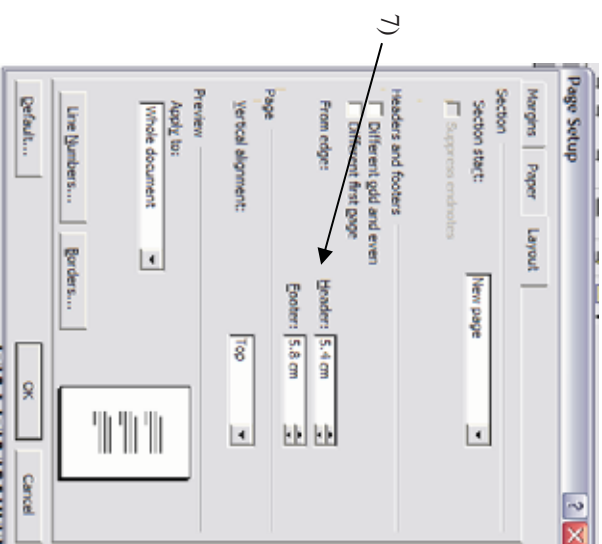
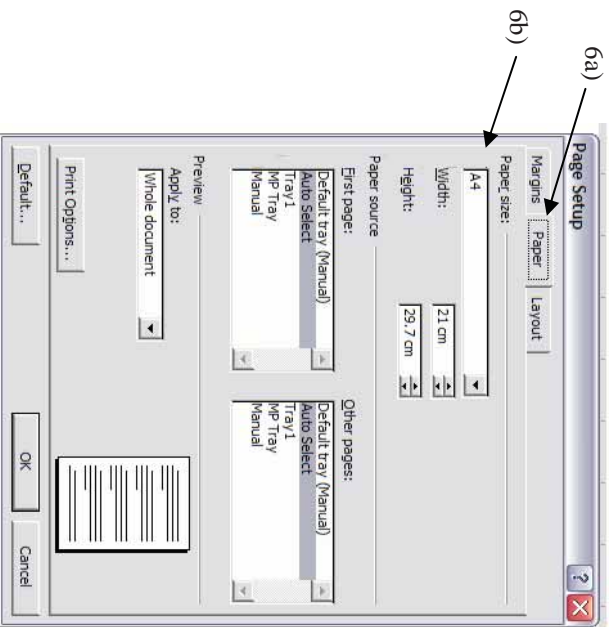
3) You will see the menu below pop up - you should change the **Margins** to Top: 6.5cm Bottom: 6.8cm + Left: 5.7cm Right 5.7cm. As shown below.

4) Make sure **Portrait** is selected.

5) Make sure **Whole document** is selected in the **Apply to:** drop down menu.

6a&b) Then make sure that your page size is **A4** in the **Paper** menu.

7) Make the header 5.4cm and footnote 5.8cm.



Important Guidelines

1) Document must be provided as a **single file**.

1) Make sure that your document is **within the page limit** you have paid for. If it is too long or short you can change the font size and line spacing before you send it to us.

3) Please supply the **exact title and author name** you want to appear on the cover.

4) Send the disk with the cheque and order form overleaf.

6) We print the file as received so make sure you've used spell check and are happy with it before you send it!

Final book will be a 198x129mm paperback, if you need us to do any of the work on the file there will be an additional charge of £35 per hour or part thereof. We will contact you with this option or to resubmit should the file need amending.

2)

If these guidelines are not followed we cannot proceed with the printing.