



CLIENT/MANUSCRIPT INFORMATION										ASA PUBLISHING CORPORATION			
Author Registration Number:													
Toddler	Basic	Premium	Victorian	Luxury	Ultimate	Lifetime	Other						
NEW Client		RETURNING Client		CANCELLED Client			SUPPLYING COVER GRAPHIC						
NEW BOOK		RETURNING BOOK		NEED REVISION			COVER GRAPHIC FROM US						
NEED EDITING		NEED PROOFREADING		NEED FORMATTING			NEED CITATION[S]						
DATE of INTAKE		WORK PRODUCT START DATE			DATE BOOK PUBLISHED								
BOOK IDENTIFICATION NUMBER						ASAPCID							
INTERNATIONAL STANDARD BOOK NUMBER						ISBN							
LIBRARY CATALOG CONTROL NUMBER [Library of Congress]						LCCN							
TITLE													
SUBTITLE													
AUTHOR PEN NAME													
ORIGINAL AUTHOR NAME													
FULL ADDRESS, ZIP													
CONTACT NUMBER					COUNTRY								
EMAIL													
ADMINISTRATIVE DESK										√	DATE	INITIAL	
RECEIVED CONTRACTUAL SERVICE AGREEMENT [CSA]													
RECEIVED AUTHOR/WRITER INFORMATION SHEET													
REC'D MANUSCRIPT	CD	T-DRIVE	PRINT	WRITTEN	EMAIL								
SENT "RECEIVED MANUSCRIPT" LETTER													
SENT CLIENT FOLDER TO PUBLISHER for APPROVAL and BOOK ID NUMBER													
RECEIVED FOLDER FROM PUBLISHER													
DECISION MADE BY PUBLISHER					Approved	Disapproved							
APPROVED/DISAPPROVED-LETTER/EMAIL TO CLIENT													
APPROVED-RECEIVED SERVICE FEE													
APPROVED-SENT CLIENT FOLDER TO MANUSCRIPT DEPT													
RECEIVED FOLDER FROM MARKETING DEPT													
PUBLISHER DESK										√	DATE	INITIAL	
RECEIVED CLIENT FOLDER													
REVIEWED AND EVALUATED MANUSCRIPT													
APPROVED FOR ASAPCID NUMBER													
SENT CLIENT FOLDER TO ADMINISTRATION													
RECEIVED CLIENT FOLDER FROM MANUSCRIPT DEPT													
ASSIGNED AN ISBN NUMBER													
ASSIGNED AN LCCN NUMBER													
SENT FOLDER TO GRAPHICS DEPT													
RECEIVED FOLDER FROM GRAPHICS DEPT													
PUBLISHED COMPLETED BOOK													
SENT FOLDER TO MARKETING DEPARTMENT													
MANUSCRIPT DEPT										√	DATE	INITIAL	
RECEIVED CLIENT FOLDER													
WORK PRODUCT CHECKLIST COMPLETED													
SENT CLIENT FOLDER TO PUBLISHER													
GRAPHIC DEPT										√	DATE	INITIAL	
RECEIVED CLIENT FOLDER													
SENT CLIENT FOLDER TO PUBLISHER													
MARKETING DEPT										√	DATE	INITIAL	
RECEIVED CLIENT FOLDER													
SENT CLIENT FOLDER TO ADMINISTRATION													