

WORK PRODUCT CHECKLIST
Editing Department

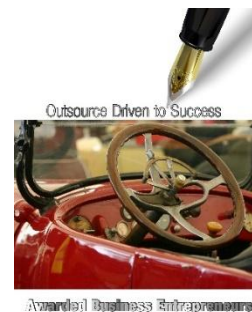
Assigned by Work Product Manager or Publisher: _____

Assigned to WPAgent (Editor/Proofreader, Book Formatter, or Transcriber): _____

Assigned Date: _____

Deadline Date: _____

Book ID: ASAPCID _____



Note 1: Check your project jacket, check inside the folder to make sure that there is a Work Product Checklist. If not, then go to our website online at www.asapublishingcorporation.com, click into the Administration Department, and download this Work Product Checklist. All work products are assigned by the Work Product Manager (WPMgr) or the Publisher that you are assigned under.

Note 2: The “Deadline” is set at a pace on what and when you can accomplish the task. If the WPMgr or your assigned Publisher has a specific deadline, then it is up to you whether you can handle the task at hand. If not, do not accept the assignment; request if there is another available.

_____**Step 1.** Date Start Work Product Checklist _____

_____**Step 2.** Ensure that you receive an ASAPCID Number (Book ID) from the Work Product Manager or Publisher.

_____**Step 3.** Contact “Client” (author/writer) via “phone, email, or standard mail, inform of you being the Work Product Agent (WPA) or Editor/Proofreader, Book Formatter, or Transcriber for their future in publication [s], and that you will be contacting them if any basic typo’s and/or standard checks of error’s and/or proofreading that might be in question.

Standard Letter to use:

Date: 00/00/2025

Dear Author/Writer: Jane Lee,

My name is *John Doe*, and I will be your Work Product Representative (Editor/Proofreader, Book formatter, or Transcriber) during the process of your future in publishing with ASA Publishing Corporation. Your Book ID Number is: ASAPCID2380123. Please refer to this Book ID number in addressing and relaying of any documentation or communication. 95% of all communications concerning revisions, editing, or any changes needed, including approvals, will be transcribed into written documentation form.

If there is any work product that need to be addressed, please feel free to contact me via email and/or phone. As your (*Editor, Proofreader, Book Formatter, or Transcriber*), I will be communicating with you during the process of the work product. I am also looking forward to working with you.

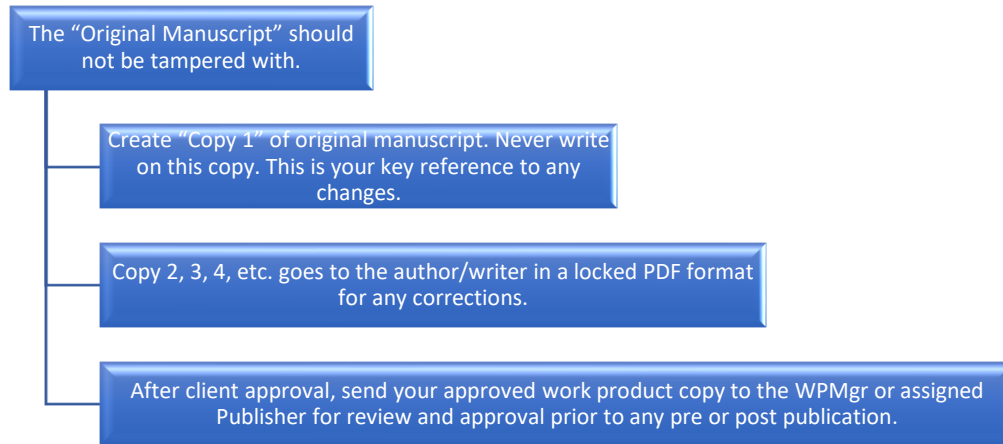
Welcome aboard the ASA Publishing family, and Congratulations!

Sincerely,
John Doe
Editor/Proofreader, Book Formatter, or Transcriber
Your corporate phone number: 734.000.0000
Email: [johndoe@asapublishingcorporation.com](mailto: johndoe@asapublishingcorporation.com)

ASA Publishing Corporation
1285 N. Telegraph Rd., #351,
Monroe, Michigan 48162
Ph: 734.418.4756
Website: www.asapublishingcorporation.com

Note 3: Every manuscript that you receive from your Work Product Manager or assigned Publisher should have a “Log Controlled Book Identification Number”. This ASAPCID connects with any and all recorded documentation with printing companies, distributors, library cataloging references, booksellers, and in-house. This identification number is also placed in the client’s book on the copyright page.

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____ **Step 4.** Create a "Manuscript Copy" from the original, whether if it is written/printed, CD, T-Drive, Floppy, etc., so that when you begin the work product, there will be no error's placed on the original manuscript in case it has to be returned. Your 'Copy 1' should be the exact duplicate of the original for record purposes only. This is your fail-safe in case if there is any discrepancy[s] needed to be addressed and/or when questioned. [This is Copy 1] **Example:** ASAPCID2380123_Copy1

____ **Step 5.** Create a Copy 2 to work with and begin your examination of the work product. Highlight the corrections or changes you made so that it becomes much easier to a layman's view or understanding. Not all clients can understand editing or proofreading markings. If anything is in question; **Example:** ASAPCID2380123_Copy2

- a) Contact the author/writer,
- b) Make sure all communication and/or approval for corrections is documented and filed in folder. This covers you in case whether or not an author actually proofread his or her own manuscript.

____ **Step 6.** Make sure that the work product is embedded prior to performing any type of formatting and editing.

____ **Step 7.** Set manuscript novel page layout:

- Standard size 5.5 x 8.5 with 0.6 margins left and right, 0.9 margins top and 0.8 bottom, 0.3 gutter.
- *Note: Other page layouts such as textbooks, children's books, etc. could have different specs.*

____ **Step 8.** Save each manuscript copy in "Word Document" format with its ASAPCID number.

____ **Step 9.** Complete the formatting process. Include a standard header and footer with page numbers, and a "Table of Contents" if applicable.

Note 4: If you have a creative way to format a certain attractive style, it is authorized to utilize those gifts. But please have each formatting approved by the author/writer, then evaluated by the WPMgr. The WP Manager's approval generally has the authorization of the Senior Publisher.

____ **Step 10.** Perform the necessary editing, proofreading, revisions, etc. Once completed, send a "PDF" copy to the Author/Writer for a final approval. **Example:** ASAPCID2380123_Copy3 - Galley

____ **Step 11.** Make sure that the approval is completed and signed on Step 2 in the Processing Room and not verbal. It costs too much for unnecessary revisions.

____ **Step 12.** If approved by both, you and the author, send a PDF and Word Document completion version (official) copy to the WPMgr or assigned Publisher.

WPAgent completed and prepared by _____ **Date** _____

Signature _____ Email _____