QUEUE	NAME OF CLIENT	MANUSCRIPT TITLE	BOOK ID NUMBER	REG. #
_____	_____	_____	ASAPCID_____	_____

DATE STARTED	BY WHO	WHAT NEEDS TO BE ACCOMPLISHED	DATE COMPLETED	BY WHO
		Client Information Sheet (Administration)		
		Work Product Checklist (Editor/Proofreader)		
		• Editing		
		• Proofreading		
		• Pre-formatting		
		• Post-formatting		
		Publisher Checklist		
		• Book Structure		
		• Pre-publication (Proof)		
		• Post-publication (Make public/database entry)		
		• Complimentary Book[s]		
		Graphics/Illustrations Checklist		
		• Interior		
		• Book cover		
		○ Frontcover		
		○ Backcover		
		○ Spine		
		Marketing Checklist		
		• Media		
		○ Press Release		
		○ Marketing Kit		
		○ APN TV Media		
		• Book Trailer		
		• Website		
		• Book Event[s]		

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DATE STARTED	BY WHO	WHAT NEEDS TO BE ACCOMPLISHED	DATE COMPLETED	WHAT WAS DONE	BY WHO