



CLIENT/MANUSCRIPT INFORMATION										ASA PUBLISHING CORPORATION		
(ASSIGNED BY ADMINISTRATION DEPARTMENT) Author Registration Number:												
CIRCLE	Trial	Starter	Basic	Envision	Premium	Victorian	Luxury	Ultimate	Platinum	Diamond		
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								
(Publishing Dept) BOOK IDENTIFICATION NUMBER						ASAPCID						
(Publishing Dept) INTERNATIONAL STANDARD BOOK NUMBER						ISBN						
(Publishing Dept) LIBRARY CATALOG CONTROL NUMBER [Library of Congress]						LCCN						
TITLE												
SUBTITLE												
AUTHOR PEN NAME												
ORIGINAL AUTHOR NAME												
FULL ADDRESS, STATE, ZIP CODE												
CONTACT NUMBER						COUNTRY						
EMAIL												
ADMINISTRATIVE DEPARTMENT										✓	DATE	INITIAL
RECEIVED INTAKE FORM from NEW OR RETURNING AUTHOR/WRITER												
SENT INTAKE FORM & CLIENT FOLDER BUILD-UP to PUBLISHING DEPT FOR ASSESSMENT (Yellow Folder)												
REC'D MANUSCRIPT	CD	T-DRIVE	PRINT	WRITTEN	EMAIL							
SENT "RECEIVED MANUSCRIPT" LETTER												
SENT CLIENT FOLDER (Yellow) TO PUBLISHING DEPT FOR MANUSCRIPT REVIEW and BOOK ID NUMBER												
RECEIVED FOLDER FROM PUBLISHING DEPT												
DECISION MADE BY PUBLISHER						Approved	Disapproved					
APPROVED/DISAPPROVED-LETTER/EMAIL TO CLIENT												
RECEIVED CONTRACTUAL SERVICE AGREEMENT [CSA]												
APPROVED-RECEIVED SERVICE FEE												
APPROVED-SENT CLIENT FOLDER TO MANUSCRIPT DEPT												
RECEIVED FOLDER FROM PUBLISHING DEPT												
PREPARED MEDIA/MARKETING FOLDER (Blue)												
FILED MAIN FOLDER (Yellow)												
SENT BLUE FOLDER TO MARKETING DEPT												
PUBLISHING DEPARTMENT										✓	DATE	INITIAL
RECEIVED INTAKE FORM (set an appointment and/or speak with the author)												
RECEIVED CLIENT FOLDER BUILD-UP (Yellow Folder)												
RECEIVED, REVIEWED, AND EVALUATED MANUSCRIPT (with Manuscript Approval Form)												
APPROVED FOR ASAPCID NUMBER												
ASSIGNED AN ISBN NUMBER												
ASSIGNED AN LCCN NUMBER												
SENT CLIENT FOLDER TO ADMINISTRATION DEPT												
RECEIVED CLIENT FOLDER FROM MANUSCRIPT DEPT												
SENT FOLDER TO GRAPHICS DEPT												
RECEIVED FOLDER FROM GRAPHICS DEPT												
BOOK PUBLISHED - SENT YELLOW FOLDER TO ADMINISTRATION												
MANUSCRIPT DEPARTMENT (Editing Dept.)										✓	DATE	INITIAL
RECEIVED CLIENT FOLDER												
WORK PRODUCT CHECKLIST COMPLETED												
SENT CLIENT FOLDER TO PUBLISHING DEPARTMENT												
GRAPHIC DEPT										✓	DATE	INITIAL
RECEIVED CLIENT FOLDER												
GRAPHICS COMPLETED AND APPROVED BY CLIENT												
SENT CLIENT FOLDER TO PUBLISHER												
MARKETING DEPT										✓	DATE	INITIAL
RECEIVED BLUE MEDIA/MARKETING FOLDER												
COMPLETED MEDIA/MARKETING for ASSIGNED CLIENT												
SENT BLUE FOLDER TO ADMINISTRATION												