

VERVANTÉ™ Book Publishing Checklist

Everything you need to create, publish, sell & distribute your book

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|-----------|---------------------------|---|
| 1 | WRITE MANUSCRIPT | The world needs that special gift you have. Time to start writing. Hire a coach or ghostwriter if needed. You can do it! |
| 2 | EDIT CONTENT | Your book is your reputation. For best quality, and no embarrassing errors, add a professional copywriter or proofreader to your team. |
| 3 | CREATE A VERVANTE ACCOUNT | Create an account and log in to see your Author Dashboard where you can upload files, place orders, set shipping methods and watch royalties roll in. |
| 4 | COPYRIGHT | Don't skip this important step to legally protect your book. We can set it up for you, just click on the Copyright Registration link on your Author Dashboard. |
| 5 | FORMAT | Professional formatting for book pages creates a better experience for the reader. For info and ideas, check out the Templates page on our website. |
| 6 | COVER | An attractive design invites readers to dig in. Don't forget, this includes front, back and the spine. Upload your print-ready PDFs via your Author Dashboard. |
| 7 | ISBN | ISBN's are required for retail sales, allowing bookstores to easily track and sell your book. Do it yourself or let us handle it for you by clicking on Purchase ISBN in your Author Dashboard. |
| 8 | LCCN | Make your book eligible for library cataloging. Quick, easy & inexpensive, find the form under the Services menu on our site. |
| 9 | IT'S READY! | Ready to Print? Upload print-ready text and cover files using the Send Files link on your Author Dashboard home page. |
| 10 | EBOOK CONVERSION | Offer your book to a global audience online by converting it into an eBook. For more info, see the ebook pages under our Services menu or in our Expert Guides library. |
| 11 | TEST RUN | Order a copy (or 2) from your Author Dashboard page for a final check – and congratulate yourself! |
| 12 | SHOPPING CART | Set up sales pages and make sure your shopping carts are integrated with our system. Follow the instructions on our Order Processing page (see the menu at the bottom of each page) and Vervante will be automatically notified for sales and shipping. |
| 13 | RETAIL SALES | Choose where you want to sell your book, we can help you set it up. Don't forget, we'll list your book on Amazon for free! |