

# Checklist

Ready to submit your order? We've provided this checklist as a reference to help ensure your order is complete.

- Order form completed and signed?
- Enclosed the first 1/3 payment or will you submit your payment online?
- Have any special instructions? If you previously discussed a due date or special instructions with Morris Publishing®, include these details on the order form.
- Is Morris Publishing designing your cover? Are all the necessary instructions and original photos/artwork provided?
- Sending a digital cover? Use the correct template and convert into a PDF.
- Pages formatted correctly? Use a template from our online Download tab.
- Pages numbered correctly (odd page numbers on right-hand pages and even page numbers on the left)? Allowed for blank pages in numbering?
- Spell-checked and proofread all pages?
- Converted the digital file of your pages into a PDF?
- Original photos enclosed for a press-ready hard copy?
- Any photos/artwork copyrighted? If so, furnish a signed *Release Form* from our online Download tab.
- Backed-up (saved) all your book files (pages and cover)? We do not archive original editable documents. **We archive production files only and cannot provide them to the customer.**

## We Are Here To Help You

Morris Publishing provides email and phone support during regular business hours, 8 a.m.-5 p.m. CST, Monday - Friday. We are not available on weekends or holidays. Email and voice mail received after hours, on a holiday, or on the weekend will be answered the following business day.

Phone: **800-650-7888**

Email: **[publish@morrispublishing.com](mailto:publish@morrispublishing.com)**

Resources: **[morrispublishing.com](http://morrispublishing.com)** — click the **Downloads tab**