FORMATTING REQUIREMENT

**If there's any point does not apply to your book or you have no preference, please leave it blank.*
**If there's anything that we are missing, please fill out the bottom section.*
**Please include everything you like to be printed for the book in the manuscript, example: title page, copyright, images etc.*

Book Size: _____ inches Width x _____ inches Height

PAGE MARGINS ☑ in / ☐ mm

TOP: _____ BOTTOM: _____ INSIDE: _____ (*Spine Edge*) OUTER: _____ (*Trim Edge*)

FONT

Font use: _____ Font Size (pt) _____

Additional Instruction if applied:

HEADER & FOOTER

Page # Position: ☐ Top Corners ☐ Top Center ☐ Bottom Corners ☐ Bottom Center

Customized Text on Left Side Page:

ex: Author's Name

Customized Text on Right Side Page:

ex: Titles

Left Side Page Position:

☐ Top Left ☐ Center

☐ Bottom Left ☐ Center

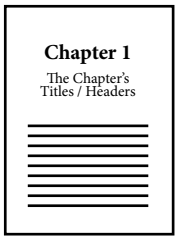
Right Side Page Position:

☐ Center ☐ Top Right

☐ Center ☐ Bottom Right

LAYOUT RELATED

Chapter's Titles/ Headers Position on the Chapter's page



☐ Left Align ☐ Center Align ☐ Right Align

☐ 1/3 from top ☐ 1/4 from top

☐ CUSTOM:

Content Text Format

☑ Justify with last line align left ☐ Left Align

☐ Use of Hyphenate ☐ Drop Caps

CUSTOMIZE REQUIREMENT (in point form please)