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Date: Wed, 05 Sep 2007 16:11:12 -0400
To:
From: "PublishAmerica Text Department" <sandee@publishamerica.com>
Subject: PublishAmerica Editing Options for Your Book

It is a pleasure to inform you that your book is entering its next production stage, and that you are now in control of the clock. We are ready to process the manuscript through our text department, and depending on how fast you want us to move production, you can have your new book in your hands as early as next month! After reading the options below, reply to this e-mail with the title of your book followed by your option choice in the subject line of your e-mail. Example: The Eternal Perspective: Essays on the Truth of Christianity by a Former Skeptic: Option 1

Option 1: super fast track. We assign the book to a formatter. You are confident that the final text of your manuscript reads exactly as you want it to read, and you have already corrected all typos, grammar, spelling, punctuation, and word usage errors to your satisfaction, which is why you gave us the final draft when we requested it in our Author Questionnaire. The formatter will leave the text as-is, without doing any proofreading, and will format your book to the specs that our printers require, turning the manuscript into a real book, with the great PublishAmerica layout. Like all authors, you will be thrilled when we forward the page proofs for your 15-day review, during which you may request changes to the book's formatting. Depending on how fast you finalize your review, your book may go to print within the next 30 days.

Option 2: fast track. You feel you need one more opportunity to go through your manuscript to make a few last-minute changes, and to proofread for typos, grammar, spelling, punctuation, and correct word usage, but you can do this within one week. (A copy of your latest manuscript will be sent to you; please use this copy for revision.) Upon receipt of your revised final draft, we assign the book to a proofer. The proofer will leave the text as-is, without doing any proofreading, and will format your book to the specs that our printers require, and we will turn the manuscript into a real book, with the great PublishAmerica layout. Though you had just worked on the manuscript one final time, you will nonetheless be thrilled when we forward the page proofs for your 15-day review, during which you may request changes to the book's formatting. Depending on how fast you finalize your review, your book may go to print within 6-8 weeks.

Option 3: you are in no particular hurry. We assign the book to an editor who will spend time going through the text to remove and correct grammar and spelling errors that may inadvertently have been left in when you submitted the final draft with your completed Author Questionnaire. The editor will not manipulate slang, dialect, or local color. The editor will also format your book to the specs that our printers require by the time we submit it for printing, great PublishAmerica layout and all. We will then forward the page proofs for your thrilling 15-day review, during which minor changes and corrections can be made (see Par. 13 of your contract). Depending on

how long it must wait in line, your book may go to print 8 to 10 months from the date you signed your contract.

Please let me know at your earliest convenience which of these three timeline options you want us to follow. Remember, reply to this e-mail with the title of your book followed by your option choice in the subject line of your e-mail.

Example: The Eternal Perspective: Essays on the Truth of Christianity by a Former Skeptic: Option 1

Please note that once you have chosen an option, you cannot go back to the other options. If I have not heard from you within the next five business days, I will assume that you have chosen Option 3, and that time is of no primary consideration to you.

Thanks!
Sandra A. Baker
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