

# AKKADIA PUBLISHING SERVICES

## CHECKLIST 2019



### PROJECT TITLE

Please complete this form and tick any/all relevant services required. This form also provides design and editorial estimates in Emirati Dirhams based on projected extents and/or word counts. For any further information, please email us.

### CLIENT INFORMATION

<input type="checkbox"/> Name	<input type="checkbox"/> Company	<input type="text" value="Please provide a short description of the project"/>
<input type="checkbox"/> Email	<input type="checkbox"/> Country	
	<input type="checkbox"/> Date	

### DESIGN REQUIREMENTS

Tick then insert page extents (default is 128pp). Repeat for multilingual works per language

- ☐ Design

### EDITORIAL REQUIREMENTS

Tick then insert word counts (default is 10,000 wc). Repeat for multilingual works per language

- ☐ Drafting
- ☐ Editing
- ☐ Proofing
- ☐ Translating into

### OTHER REQUIREMENTS

Tick any/all that are required

- ☐ Printing
- ☐ e-pub
- ☐ Indexing
- ☐ Reviewing
- ☐ Reproduction
- ☐ Photography
- ☐ Illustrations
- ☐ Web/digital