

AUTHOR'S ASSISTANT

How can assist you:

MANUSCRIPT PREPARATION

- Inventory and Organize Source Documents
- Do Audience Research
- Fact check and research for the book
- Obtain permissions to use quotes and interviews
- Coordinate the peer and audience reviews/testimonials
- Research potential publishers
- Do a competitive analysis
- Prepare the manuscript to submit to a publisher

PUBLISHING

- Coordinate the self-publishing process
- Get the ISBN
- Get the LCCN
- Get the bar code for the back cover
- Create an account with the printer
- Review the printer's proof
- Get the book listed in Books in Print
- Get the copyright registered

MARKETING

- Coordinate promotional activities
- Send out copies for early review
- Get book listed on Amazon.com
- Track book sales
- Enter a book in book awards competitions
- Create a virtual book launch and book tour
- Organize a live book event
- Launch an Amazon.com bestseller campaign

Linda Horowitz, VA
linda@npbizsolutions.com · www.npbizsolutions.com
Tel: 416-699-0770 Fax: 416-850-4318
170 Neville Park Blvd., Toronto, ON, M4E 3P8, Canada

