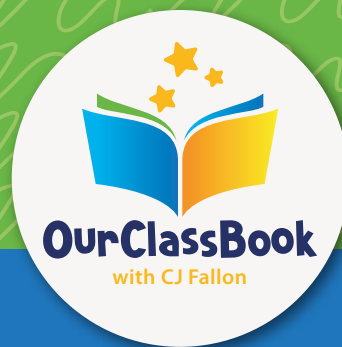


Publishing Checklist

OurClassBook



1 Activate Your Kit

- As soon as you receive this publishing kit, please activate it! It only takes a moment. www.ourclassbook.com/activate/

2 Order Forms

- Send the green Parent Order Forms home 2–3 weeks ahead of your submission date. This is the last chance parents will have to order copies of your class' book at the discounted price so we encourage all interested parents to place their orders now.
- Collect the Parent Order Forms. You can hold onto these forms for your records.

3 Collect Payment

- Collect payments made by the parents. We will email you an invoice for your class' order once we receive your manuscript for publishing. This invoice will contain our payment details. Payment can be made by bank transfer, cheque or by card.

4 Finalise Your Order

- Once you have completed your manuscript and have collected the parent order forms, you can now finalise your order by going to www.ourclassbook.com/finalise/ Here you will tell us everything we need to know about your class' book.

5 Pack Up Your Manuscript

- Organise your cover sheet, title and dedication pages, along with your book pages in numbered order, and finally the authors' page. All pages should be facing upwards. It is not necessary to staple pages together or to put them into individual plastic pockets.
- Fill out the white box marked with a star on the back of your kit envelope.
- Put the envelope in your box, affix your pre-paid returns label to the package and drop it off at your local post office one week before your submission date.

Congratulations!

You have just about turned your students into real published authors!

Have any questions along the way?

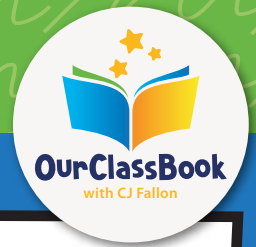
info@ourclassbook.com

Ireland: 01 616 6443

UK: 0161 884 4389



Important Steps!



Activate

As soon as you receive your kit... **activate it!**
It only takes a moment.

www.ourclassbook.com/activate/



Finalise

Before you submit your manuscript... **finalise it!**

Finalise your order online prior to posting your
manuscript to us for publishing

www.ourclassbook.com/finalise/



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