

7/17/07 23:18

	Timing	Estimated	
		Beginning	Ending
1 Liz receives edited manuscript on disk	1	5/18	5/19
2 Liz and Author discuss production process & design needs	6	5/19	5/25
3 Preliminary quote requests emailed to printers	6	5/25	5/31
4 Liz advises Author re: ISBN & CIP	6	5/31	6/7
5 Preliminary cover design done	6	5/19	5/25
6 Preliminary interior designs sent to Author	13	5/25	6/7
7 Final front cover design done	6	5/25	5/31
8 Revised interior design sent to Author	3	5/31	6/3
9 Author sends edited introduction and acknowledgments to Liz	3	6/3	6/5
10 Liz sends formatted pages to Author	6	6/5	6/12
11 Author returns formatted pages to Liz for any corrections	6	6/12	6/18
12 Liz makes corrections to pages	6	6/18	6/24
13 Author sends back cover copy to Liz	13	6/3	6/15
14 Page proofs & back cover copy to proofreaders	13	6/15	6/28
15 Proofreaders return page proofs & back cover copy to Author	6	6/28	7/4
16 Author okays proofreading changes, sends to Liz	6	7/4	7/10
17 Liz enters proofreading changes, prepares for printer	6	7/10	7/17
18 Back cover copy & spine size to cover designer	6	7/17	7/23
19 Book to printer	1	7/23	7/24
20 Liz checks proofs from printer	6	7/24	7/30
21 Book arrives from printer	30	7/30	8/29

Adjusted		Actual	
Beginning	Ending	Beginning	Ending
5/18	5/19	5/18	5/19
5/19	5/25	5/19	5/25
5/25	5/31	5/25	5/31
5/31	6/7	5/31	6/7
5/19	5/25	5/19	5/25
5/25	6/7	5/25	6/7
5/25	5/31	5/25	5/31
5/31	6/3	5/31	6/3
6/3	6/5	6/3	6/5
6/5	6/12	6/5	6/12
6/12	6/18	6/12	6/18
6/18	6/24	6/18	6/24
6/24	7/7	6/24	7/7
7/7	7/19	7/7	7/19
7/19	7/25	7/19	7/25
7/25	8/1	7/25	8/1
8/1	8/7	8/1	8/7
8/7	8/13	8/7	8/13
8/13	8/14	8/13	8/14
8/14	8/21	8/14	8/21
8/21	9/20	8/21	9/20