

## CLIENT INTAKE FORM

### Welcome to Sceptre Publishing.

This Client Intake Form gives us insight into your project, your vision, and the message you want to bring to life. Your responses help us understand how to best support you through publishing, design, and branding, and allow us to prepare for a focused discovery call, clear scope of work, and thoughtful timeline. All information shared is kept confidential and used solely to ensure your vision is honored and executed with excellence.

### Client Information

- Name / Organization
- Email / Phone
- Book Title / Project Name

### Services Requested (Check All That Apply)

- ☐ Book Cover Design
- ☐ Interior Formatting
- ☐ Logo / Branding
- ☐ Flyers / Promo Design
- ☐ Publishing Setup (KDP / IngramSpark / D2D)
- ☐ Royalty Tracking & Reporting

### Project Details

- Genre
- Trim Size

- Target Audience
- Desired Timeline

## Publishing Goals

- ☐ Amazon-focused
- ☐ Bookstores / Libraries
- ☐ Speaking / Business Authority

## File Readiness

- Manuscript complete? ☐ Yes ☐ No
- Editing complete? ☐ Yes ☐ No