

BFV Audiobook Production, Publishing and Distribution Process



1. Manuscript (word, pages, or pdf) is submitted for review and estimate.
2. BFV sends estimate.
3. After estimate is verbally accepted, BFV sends draft contract for review which guarantees retention of audio rights. BFV will answer any questions you may have and will work with you if mutually agreeable changes need to be made. BFV will need all information indicated in blue text of the draft contract in order to provide the final contract.
4. BFV prepares final contract with publisher signature and sends to client via email. Contract will state production timeline and payment schedule.
5. Client signs contract, duplicates and sends back to BFV the original with a 10% deposit to reserve studio calendar production start date.
6. Client sends all materials needed by BFV to start production as soon as possible.
7. BFV sends announcement of upcoming audiobook to *Publishers Weekly* for possible inclusion in their recommended listening for upcoming Spring and Fall Audiobook Releases special issues. In the Fall 2014 Audiobook special issue, we had three of our titles featured.
8. BFV sends out a Press Release announcing upcoming production and casting call for narrator.
9. BFV will send 3 - 5 min. demos of narrators reading from the script for client to rank and give feedback to BFV. More demos will be sent as needed until right narrator is found. We have numerous narrators in our talent pool and we are always adding narrators as we approve their demos.
10. When production is to formally begin, BFV will send an invoice for 40% down payment on audiobook production. Production begins upon receipt.
11. Per contract, audiobook production is scheduled to be completed in 90 days.
12. A second Press Release will go out announcing new Audiobook Release and Pre-Sale opportunities. Press Release will include audio sample, links to various sites, and images.
13. BFV will send invoice for final estimated 50% due when master audio files in all current formats are completed.

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14. Sales begin on the BFV on-line store and through our various distributors.
15. BFV sends required metadata and appropriate audio file formats (download and physical CDs) with ISBNs reflecting format to online and brick & mortar stores. CDs are manufactured with new ISBNs using client's original cover artwork. New artwork will be provided for an extra fee. Ask for quote. (There are several physical format choices for author's private sales. If interested, check with BFV.)
16. Each ISBN is purchased from Bowker and searchable through the world catalogue.
17. Book Trailers can be made upon request by client for an extra fee for Author Website, YouTube, etc.
18. Author page is made for BFV site and book sale widgets are provided for Client's own website.
19. BFV sends out quarterly statements with Royalty payments.
20. BFV will continue to promote book at Trade Shows, Library Conventions, and Book Fairs which we attend.
21. At our discretion, BFV may choose to submit for reviews to Audio File Magazine and to other prominent magazines/journals or upon request by client for an extra fee.
22. BFV will help clients with other marketing ideas which we have in our resources.

[*For clarification, speak to Jaime or Diana @ 303-670-4145.](#)

Testimonial by Elizabeth Ann Galligan, July 24, 2014

"A perfect marriage of talents, professionalism, and support for authors awaits anyone who has the joy of choosing to publish with Brook Forest Voices, LLC, publishers of audio-books and enhanced e-books.

Jaime and Diana Andrade of Brook Forest Voices (BFV) respect the authors and their text and refers to the publication process as "our" project or "our book." They do not rewrite one's text and pay careful attention to words and intonation. I was included in the selection of an excellent narrator, Brian Amador.

In Secrets of the Plumed Saint, the voices of my characters surge with new life, enhanced by music and special effects. They leap from the page. Hearing my own book enriched this way is a thrill.

I am delighted with quality of the product, and, when I finish my next novel, I will employ their skills, support, and expertise again.