

# Incoming Order Packing Slip

By using the checklist below you can ensure that all necessary information is available to proceed with your order.

Company Name:

Contact:

Book Title:

Sales Person:

Please check mark each of the following items when you are ready to send your order to BookMasters. Gather those items and send them with a COPY of this checklist. You can save the word document after completing the form and email it to your sales representative as an attachment. Some items are informational and we suggest that you carefully consider each before submitting your order.

## Printing and Binding:

- A **cover letter** that includes any special instructions that are NOT on your estimate. (Be sure to indicate proper addresses for proofs and shipping and daytime phone/fax if different from your estimate)
- A **signed copy of your estimate** from BookMasters indicating **quantity** and **options**.
- Check all specifications** on your estimate to make sure they are correct. Contact your salesperson for clarification or revision.
- Please include the appropriate deposit**, if required, per the terms outlined on your estimate.
- Pre-flight your electronic files** on BookMasters' Web site at <http://preflight.bookmasters.com>. (Other prepress guidelines are also available for successful output of your electronic files.)
- Label all electronic media** with your company name, book title, platform (MAC or PC) and application (software). List all files including text, inserts, cover/dust jacket, endsheets **AND include a laser proof of all** including color breaks. (100% size, **most current version**, one page per sheet with positioning marks for margins, photos and/or line art). For stamped case bound books **include die copy** in the same manner.
- Freight costs** are based on the availability of a loading dock with pallet handling equipment. Residential or inside delivery will be additional. Please provide an alternate destination if different from your estimate.
- I will require inside delivery (books placed inside by the driver.  Residential delivery.

## Additional Services

### Storage and Fulfillment:

- Please send me a Storage and Fulfillment Proposal.
- I have enclosed my Storage and Fulfillment Proposal. Please contact me to finalize my account.

### Digital printing for fast, short runs:

- Please contact me about these services for a fast short run version of this title or future ones.

### Distribution Marketing:

- Please contact me about how BookMasters' AtlasBooks can help me sell and distribute my books.

### CD and DVD Duplication:

- Please send me your price list.

## BookMasters Offset Printing Production Procedures

Listed below are the typical production procedures which are binding upon acceptance of a BookMasters estimate, submission of a purchase order or letter of specifications for work to be performed. In addition, an order confirmation will be sent detailing any additional charges not covered in the estimate.

1. In order to work efficiently and commit to reliable schedules, we need your entire job and final specifications at one time. We will not begin production of your order until the complete job is here.
2. Once your job is entered and a customer service representative (CSR) has been assigned, you will be contacted if we have any questions prior to planning. Electronic files are expected to be trouble-free. We strongly suggest that you flight check your own files by going to BookMasters' Web site, [www.bookmasters.com/services/prepress.htm](http://www.bookmasters.com/services/prepress.htm). BookMasters will perform up to 2 hours of work at \$75.00 per hour to make your electronic files trouble free. We will get your approval for any work required beyond 2 hours.
3. Any changes from the specifications on your estimate will be listed on your order confirmation. At this point production has started, so if you have any questions or concerns you need to call your CSR immediately.
4. You will be sent a laser proof of what your electronic files have produced. (In some cases blueline proofs, which are made from film, may be sent in lieu of lasers to show additional details, such as halftones, or other fine detail.) These proofs are meant to show you the margins, order of the pages, and location of graphics. They are not meant to be proofread for typographical errors. Our schedule assumes you will approve and return these proofs within 24 hours. We send all proofs by overnight delivery unless otherwise instructed. The cost of mailing is not included in our estimate.
5. Excessive changes during the proofing stage of production may prevent us from keeping your job on BMI's internal schedule. If this happens, you will be advised as to the delay this may cause.
6. After payment terms have been fulfilled, shipping information will be available the next day.
7. We will ship the quantity you ordered, with a maximum possible overage or shortage of 10%. These will be charged or credited at the overrun price as stated on your estimate.
8. When the job is complete, we will store the film or electronic files for 2 years unless you ask us to send it/them to you. However, we do not insure it/them and we are not responsible for loss or damage of negatives or electronic files while storing them.
9. Your agreement with BookMasters, Inc. (BMI) is made at Ashland, Ashland County, Ohio. Terms are stated on the estimate. BMI reserves the right to reject any order within 10 days after receiving complete copy. BMI may reject an order based on objectionable, offensive or illegal content at BMI's discretion.