

CUSTOM COVER FORM

**SUBMIT BY
FEBRUARY 1**
(for Spring delivery)

ONLY USE IF **NOT** SUBMITTING COVER THROUGH PICTAVO™ OR EZBOOK™

This form must be completed for production of your custom cover to begin.

If you set up your custom cover, please send a printed proof to be used for image and text placement verification. However, your digital file will serve as the correct version of the document should there be any discrepancy between the proof and the digital file. If you'd like the publisher to set up your custom cover, please submit a sketch of the cover layout.

COMPLETE 1-11 FOR ALL CUSTOM COVERS:

- BOOK INFORMATION:** Quantity of Books: _____ Page Count: _____ Size: 8.5"x11" 9"x12"
- BOOK BINDING:**
 Soft Saddle-Stapled Soft Perfect-Bound Standard Hard Cover Smyth Sewn Hard Cover
- COVER COLOR:** Full-Color Other: _____
(include any special custom color samples for reference)
- BLEED:** Yes*(color goes to edge of cover) No (cover will have a 1/2" white margin)
*If not set up to our specifications, cover elements may be trimmed off—see Custom Cover Brochure
- CUSTOM COVER PROVIDED ON:** CD/DVD/USB drive Other: _____
 Artwork to SCAN I would like my original artwork returned (shipping is billable).
Cover Text: _____
Font: _____
- COVER CREATED IN:** Pictavo™* EZBook™* Photoshop® InDesign® Other
Covers set up in any other program such as Microsoft Word or Publisher WILL NOT BE ACCEPTED.
*Covers set up in Pictavo or EZBook can be submitted electronically.
- LOW RESOLUTION APPROVAL (IMAGES UNDER 200dpi):** Yes No—contact me if cover is low-res.
- PERSONALIZATION:** No Personalized Covers Number of Personalized Covers: _____
(NOTE: You must supply an Excel® spreadsheet list of all personalized names & icons along with photo files.)
Select One: Option 1 Option 2 Option 3 Option 4 Option 5

JOB NUMBER: _____

SCHOOL NAME: _____

CONTACT NAME: _____

PHONE: _____

EMAIL: _____

SPECIAL INSTRUCTIONS:

SOFT COVER BOOKS ONLY **INSIDE COVER PRINTING** (additional cost item)

Placement: Inside front Inside back Inside both

I have included artwork to print on the inside front and/or inside back of my soft cover. Print in: Full-color Black/white

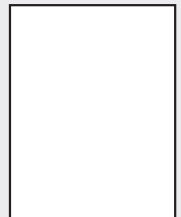
HARD COVER BOOKS ONLY (additional cost items)

- Cover Board and Paper Weight Options: **(Must choose one for both)**
Board Thickness 90 pt. (standard) 120 pt.* 160 pt.*
Paper Weight 80 lb. (standard) 100 lb.*
*Popular in high school books.
- Lamination Upgrade: **(Gloss Smooth is standard)**
 Gloss Linen Matte Smooth Matte Linen
- Head/Footbands **(Included on Smyth Books)** Color: _____
- Custom Endsheets: One-Color Two-Color Full-Color
Endsheets should be sized to 17.25"x11.25".
- Colored Paper Endsheets*: Black Felt Gray Forest Green
 Goldenrod Navy Blue Red Royal Blue **(*cannot be imprinted)**

INSTRUCTIONS FOR COVER TREATMENTS:

SPECIAL COVER TREATMENTS: (Indicate all that apply)

- Leatherette: Black Gold Green Maroon Navy Blue
 Purple Red Royal Blue Silver White
 - Foil: Black Blue Gold Green Purple Red Silver
 - Stock die(s): Die# _____ Foil Emboss Deboss
 - Custom Die: Foil Emboss Deboss
- Describe where to place dies and sketch location.**
- _____
- Please specify foil/emboss die art information below:
 High-resolution vector EPS logo/art provided
 Other logo/art format provided **(design charges may apply)**
- Lenticular Die Cut
 - Spot UV Silk Screen



Front Cover

- COVER PROOF:** I submitted my custom cover before February 1st. I understand I will be billed for shipping. Please send my cover proof to:

Name: _____

Address (No PO Boxes): _____

City: _____ State/Province: _____ Zip/P.C.: _____

Resubmitted covers after proofing will incur a \$25 charge.

- I waive a proof copy (I do not need to see a proof of my cover)

- I verify that the above information is correct and complete.

SIGNATURE: _____ Date: _____ Title: _____

- Mail this form with your custom cover file(s) and/or instructions to your yearbook provider.