

# 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)

Spine Text: \_\_\_\_\_

Spine Font: \_\_\_\_\_

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)**

## 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.*

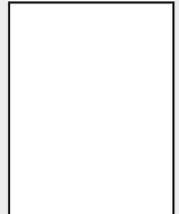
*Please specify foil/emboss die art information below:*

High-resolution vector EPS logo/art provided  
 Other logo/art format provided **(design charges may apply)**

Lenticular  Die Cut

Spot UV  Silk Screen

## INSTRUCTIONS FOR COVER TREATMENTS:



Front Cover

9. **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)

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

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

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