

Please make sure that all items below are checked before sending to Self Publishing. Following this simple checklist will help ensure the speedy processing of your printing project. If you have questions about the preparation of your files, refer to the pre-press requirements in the Production Center at the Web site. Please sign and return this checklist along with the rest of the items asked for. Note that we ask for your signature in numerous places.

Prices are quoted based on receiving trouble-free files. See Pre-Press Requirements for a definition of trouble-free and before submitting files. Common issues are listed below as a final checklist and you will be contacted if your files do not pass pre-flight. Our quote includes pre-flighting one file per text, and one file for cover/jacket/casewrap. Additional charges may apply if numerous files are submitted and excessive time is required.

File Preparation (must check one for both text and cover/jacket/casewrap):

	Text	Cover/jacket/casewrap
Self Publishing prepared my files		
(Skip to #3 if you check both of these boxes)	<input type="checkbox"/>	<input type="checkbox"/>
I prepared my files	<input type="checkbox"/>	<input type="checkbox"/>
Someone else prepared my files	<input type="checkbox"/>	<input type="checkbox"/>

My options if my files do not pass pre-flight (must check one):

- I prefer to correct the files myself. I understand if I submit files for a third time there is a fee of \$20 per file (text and cover are two different files) to have that file checked.
- I authorize Self Publishing to correct the files for fees of up to \$180. I will be notified of fees above \$90 and will receive a report of why my files were incorrect. Should Self Publishing not be able to correct the files, no fees will be charged to the customer.
- I authorize the person who created my files to make the decision as to what to do to correct the files. That person is _____ and their email address is _____

Note: some reasons your job may not pass pre-flight are:

- ▶ Files do not have all fonts embedded.
- ▶ Files are missing graphics, bleeds or fonts.
- ▶ Files contain RGB in black and white print jobs, or RGB rather than CMYK in full color print jobs. (This includes type and images.)
- ▶ Total percentage of all 4 colors (C,M,Y,K) exceeds 240%.
- ▶ Your barcode is anything but gray scale.
- ▶ Elements differ from specifications on quote (page size, page count, etc.).
- ▶ Incorrect bleed

1. Text

- I have enclosed a PDF digital file for the Text
- I prefer to send my file electronically and will do so after I have been assigned a job number.

2. Cover/Jacket/Casewrap

- I have enclosed a PDF digital file for the Cover/Jacket/Casewrap
- I prefer to send my file(s) electronically and will do so after I have been assigned a job number.

3. Trade Customs and Pre-Press Requirements

- I have read the Printing Trade Customs (at the Web site)
- I have read the Pre-press Requirements (at the Web site)

⇒ Signature _____

Now is the time to DOUBLE CHECK everything. (Have you checked the page count and page numbering? Are blank pages inserted where they belong and clearly marked? Do all specs of the digital file match the quotation?)

Once your book is printed... it's too late!!!

4. Method of Payment

Our terms are 50% of the amount on the purchase order due with the order; balance of the amount on the purchase order due prior to printing and final balance (adjustments for overs/unders, corrections and freight) due prior to shipping. Payments may be made by credit card, check or money order. All checks payable to Self Publishing, Inc.

Check one of the following:

- I will make my first payment by check; second and third payments I will process online by credit card.
- I will make my first payment by check and second and third payments by certified check or money order.
- I will make all payments by credit card, the first payment Self Publishing will process, the second and third payments I will process online.

⇒ Signature _____

Credit Card Authorization

I hereby authorize Self Publishing, Inc to charge my credit card as indicated by selection of payment method. I certify that this is my card and I have the authority to charge purchases on this card. I agree that any disputes regarding the manufacture, delivery, quality and any other issues regarding Self Publishing, Inc will be dealt with between the below mention person/company and Self Publishing, Inc. I/we agree that no chargebacks will go through the credit card company.

Type of card: **Visa** **MasterCard**

Card Number _____ Expiration Date _____

3 Digit Number from back of card _____

Name as it appears on card _____

Address _____

City/State _____ Zip code _____

⇒ Signature _____

5. New York State Customers

All New York State customers are required to complete a resale certificate or you will be charged New York State sales tax.

Once form is completed, print out, sign where applicable and submit with your purchase order.