



## *Customized printing for your booklets*

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### **THREE OPTIONS TO CUSTOMIZE YOUR BOOKLETS!**

*(for orders of 200 booklets or more)*

1. Have your program name, address, phone and/or website printed on the back cover for a **one time \$25 typesetting fee for the entire order.**
2. Choose the cover color of your choice at **no additional cost** on orders of 200 or more.
3. **OR, customize booklets with your own additional content.** Use this option if you want specific information about your organization printed **INSIDE** the booklets (e.g. additional contact numbers, specific policy or program information, etc). You can customize your booklets with any original information submitted to us electronically (via e-mail).

Your custom information **INSIDE** will be printed at the end of the booklets for a nominal one-time typeset fee of \$100 per booklet page. This is a one-time fee for your entire order, regardless of how many booklets you purchase with a minimum order of 200 booklets. All copy is pre-approved by you **BEFORE** printing to ensure you receive **EXACTLY** what you want.

**Note: This offer only applies to original content.** We are unable to reprint any copyrighted material or content that was not developed by the customer.

**To customize the back of your booklet cover, just follow the instructions on the order form.**

**To customize your booklet with additional copy inside, please contact us directly.**

### Frequently Asked Questions About Customizing Options

#### **What information can be printed on the back cover?**

**Customized printing on the back cover can include:** Your program or agency name, address, phone number, hotline number and/or website including information for satellite offices or alternate numbers. In some cases, logos can also be printed if the logo can be transferred electronically to ensure printing clarity.

#### **What is the cost to print our information on the back?**

The total cost to print your agency information on the back cover is **a one-time typeset fee of \$25.** for the total order with a minimum of 200 booklets of the same title.

## How do we submit the information we want printed?

### You can submit your custom-print information in two ways:

1. Write the information in the designated area on the bottom of the order form and submit the order form by mail with your payment.
2. Submit the order form online or electronically via e-mail with the information you want custom printed.

## Do we have to order 200 minimum booklets in the same title for custom printing or can we mix & match?

**Yes, all custom print orders have a minimum of 200 booklets in the same title** so that we can provide this special, low cost offer at only \$25. per order. However, if you order 200 or more booklets of the same title, you can add other titles for custom printing at no additional charge. We will do our best to ensure your needs are met.

## How do we customize the booklets with specific content about our program for the **INSIDE** of the booklet?

**Contact us directly by phone or by e-mail** so that we can have a brief consultation about your specific needs and how to expedite the process. You can customize your booklets with any original information submitted to us electronically (via e-mail). After you submit the information to us, we will develop a proof for your review. All copy is pre-approved by you **BEFORE** printing to ensure you receive exactly what you want. Note: This offer only applies to **original** content. We are unable to reprint any copyrighted material or any content that was not developed by the customer.

## How much does it cost to customize with additional, specific copy inside the booklet?

**Your information will be printed at the end of the booklets for a nominal one-time typeset fee of \$100 per booklet page.** This is a one-time fee for your entire order, regardless of how many booklets you purchase (with a minimum order of 200 booklets.) Therefore, if you have two additional pages of copy added to the inside back of the booklet, the total charge for your order for this custom print option will be \$200.-- whether you order 200, 2000 or 20,000 booklets.

## What colors choices are available for the cover at no additional charge on orders of 200+?

**The colors available for the cover cardstock include a wide range of options.** Just contact us with your preference and we will do our best to meet your needs. Samples are available upon request. Our most frequently requested colors include the original cover of a light, pale blue, teal or light purple/lavender. **The choice is yours!**

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