

# BLACK & WHITE (offset) SUBMISSION CHECKLIST

Please make sure that all items below are checked before sending your book to RJ Communications. Following this simple checklist will help insure 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 a trouble-free disk.** See Pre-Press Requirements for a definition of trouble-free and before submitting a disk. 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 cover/jacket/casewrap. Additional charges may apply if numerous files or folders are submitted and excessive time is required.

We require well-organized disk files. Never put outdated versions of job files on the disk. All components (files, fonts, graphics, scans, laser proofs) for both your text and cover/casewrap/jacket should be sent at one time. Only the files needed for this job should be submitted. Disks should be clearly labeled with customer name, job description with a print out of what is on your disk.

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

	Text	Cover/casewrap/jacket
I prepared all files myself	<input type="checkbox"/>	<input type="checkbox"/>
Budget Book Design 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 that each time I submit files, there is a fee of \$15 per file to have that file checked.
- I authorize RJ Communications to correct the files for fees of up to \$135. I will be notified of fees above \$65 and will receive a report of why my files were incorrect. Should RJ 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.
- ◆ Your barcode is anything but gray scale.
- ◆ Hard copy is missing or not current.
- ◆ Elements differ from specifications on quote (page size, page count, etc.).

## 1. Text

- I have enclosed a PDF digital file for the text (preferred)
- I have enclosed same size camera ready copy (additional fee of \$50 setup and \$1.00 per page will be charged.)
- I have enclosed print outs for each page (required)

## 2. Cover/Casewrap/Jacket

- I have enclosed a PDF digital file (Preferred. Note: each file (cover/jacket/casewrap) is one complete file. Front, back, spine and flaps (if applicable) are connected as one file.)
- I have enclosed same size camera ready copy (1 color only)
- I have enclosed a printout (required)
  
- In addition to the PDF file I am enclosing my application file.  
Application file is \_\_\_\_\_ Version \_\_\_\_\_

## 3. Freight

Your books will be shipped via either a common carrier or UPS, depending on the most economical method. Check your shipment at time of delivery and do not sign-off on the Bill-of-Lading if the shipment is short or damaged. Any claims must be made in writing within 39 days. Please make sure that you have adequate assistance to unload your shipment.

- I will handle my own shipping
- I prefer RJ handle the shipping. The following applies to my delivery address:
  - A. Delivery will be to a location where there is a commercial loading dock.
  - B. Delivery is to a private residence, but I will have plenty of workers to assist me unload the truck, and I/we will unload the truck and take the goods inside.
  - C. Delivery is to a private residence, and I would like the driver to unload the truck and bring the goods inside.

One final note: If a truck arrives at a private residence and no one meets it, you will be charged a re-delivery fee. UPS arrangements vary depending on the driver.

☞ Signature \_\_\_\_\_ Date \_\_\_\_\_

Freight Contact Telephone Number (required) \_\_\_\_\_

## 4. 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!!!**

## 5. 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. Any payments may be made by credit card. First payments may be made by check and second or third payments may be made by certified check. All checks payable to RJ Communications.

**Check one of the following:**

- I will make my first payment by check and second and third payments by credit card.
- I will make my first payment by check and second and third payments by certified check.
- I will make all payments by credit card.

**Credit Card Authorization**

I hereby authorize RJ Communications, LLC 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 RJ Communications, LLC will be dealt with between the below mention person/company and RJ Communications, LLC. I/we agree that no chargebacks will go through the credit card company.

 Signature \_\_\_\_\_

Type of card: Visa\_\_\_\_\_ MasterCard\_\_\_\_\_ Discover\_\_\_\_\_


Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

3 Digit Number from back of card \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip code \_\_\_\_\_

 Signature \_\_\_\_\_

**6. New York State Customers**

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