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NAME \_\_\_\_\_

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SHIPPING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

(INTERIOR FILES MUST BE SINGLE PAGE- NO SPREAD - PLEASE CHECK BEFORE SENDING)

BOOK SIZE	PAGE COUNT (EXCLUDING COVER)	B/W	Color

**BOOK TYPE:**       SOFTCOVER (Glue In)    HARDCOVER(Glue In)    STITCHED    SPIRAL BOUND

**INTERIOR PAPER:**     100# WHITE    80# WHITE    70# WHITE    60# WHITE    50# WHITE  
 OTHER \_\_\_\_\_

**COVER PAPER:**       10PT C1S (STD FOR SOFTCOVER, STICHED & SPIRAL)    LITHO PAPER (HARDCOVER ONLY)  
 OTHER \_\_\_\_\_

**LAMINATION:**       GLOSS                       MATTE (Not Recommended for Dark/Saturated Colors)

**ENDSHEETS:**       WHITE (STD)       PRINTED (UP TO 6 PAGES)       OTHER (PLAIN COLOR) \_\_\_\_\_

**Notes:**

Proofs can be ordered ahead of production - turnaround time on proof is 5 to 6 business day from approved files  
 Standard production times 12 to 15 business days from approved proof (subject to change)  
 Rush production is 5 to 7 business days (20% up-charge)  
 Largest size we can print is 11h x 11.5w  
 Paper: We use high quaity USA made papers, husky and cougar  
 100% of the books are produced in-house in our facility located in Minnesota  
 Shipping Carrier: UPS (1 day, 2 day, 3 day, ground)