

# 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 Never put outdated versions of job files on the disk.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 and job description.

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

	Text	Cover/jacket/casewrap
RJ Communications prepared my files (Skip to #3 if you check both of these boxes)	<input type="checkbox"/>	<input type="checkbox"/>
I prepared all files myself	<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 \$130. 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.
- ◆ Elements differ from specifications on quote (page size, page count, etc.).

## 1. Text

- I have enclosed a PDF digital file for the Text (Required. Note: If you are printing a Full Color Digital Book (less than 1000 copies) please include 1/4" bleeds.)
- I have enclosed print outs for each page (recommended for offset printing)
- In addition to the PDF file I am enclosing my application file.  
Application file is \_\_\_\_\_ Version \_\_\_\_\_

## 2. Cover/Jacket/Casewrap

- I have enclosed a PDF digital file for the Cover/Jacket/Casewrap (Required. Note: each file (cover/jacket/casewrap) is one complete file. Front, back, spine and flaps (if applicable) are connected as one file. If you are printing a Full Color Digital Book, (less than 1000 copies) please include 1/4" bleeds.)
- I have enclosed a printout (recommended for offset printing)
- In addition to the PDF file I am enclosing my application file.  
Application file is \_\_\_\_\_ Version \_\_\_\_\_

### 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. 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 I will process online 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, the first payment RJ will process, the second and third payments I will process online.

☛ Signature \_\_\_\_\_

#### 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.

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 the following resale certificate or you will be charged New York State sales tax.