

Change Orders Price List

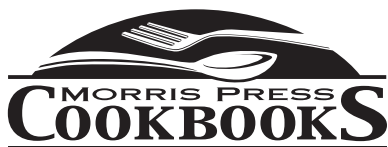
Change Orders are changes from your original order *after* production begins. This can include: changing format, adding, moving, or deleting content of recipes, personal pages, ads, photos, cover, dividers, color(s), or anything different from your original order form. Our Change Order policy is on p. 88 of our *Cookbook Publishing Guide*.

Production begins after customer service is done checking in the book; it then goes to various production departments. We state in our *Cookbook Publishing Guide* that this is 3 – 5 days after receipt of your book.

After the book is in production or at proof time, we recommend you do **NOT** add new content or make changes to your book. This causes production delays, increases the chances of mistakes, and is very costly.

However, you may feel changes are still necessary regardless of costs. Often, when new content is added (such as personal pages, ads, or even one recipe), your book will need to be re-paged and re-indexed, adding cost to make and send a new proof. Cover changes such as adding back cover printing or a printed liner at the time of proof will require your cover to go back to the art department, also requiring a new proof to be made and sent. Most changes will add production time to your book and may require a new proof to be sent.

At the time of proof is the last time any changes can be made. Once the proof is returned and approved, no more changes can be made.



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NO CHARGE – No production time lost.

- Before production begins and while the book is in customer service, changes are *no charge*.
- Increase/Decrease quantity. We send 2 proofs: a cover proof and a text proof. Changes to the cookbook quantity must be made prior to the proof being returned to us. This would be whichever proof is returned first, cover or text. Once the cover or text proof has been approved, no changes to the quantity can be made.

CHANGES THAT INCUR CHARGES

Changes must be made at the time the cover and text proofs are returned to us or beforehand. Only one change order fee will be incurred if all changes are made at the same time. The following fees will apply.

\$45 Charge

No production time lost. No additional proof required.

- Changing paper/ink color on cover, dividers, liner, or recipe pages
- Changing plastic comb color or imprint ink color
- Changing personal page package design
- Changing stock cover, stock dividers, or stock liner
- Changing divider style (regular/tabbed)

\$65 Charge

Increase production time of 1 week.

Additional fax proof (if needed).

- Adding, deleting, moving, or replacing a photo or image on cover, dividers, personal pages, or liner
- Adding, deleting, moving, or replacing a personal page
- Changing, replacing, or moving ads.
- Changing personal page photo from b/w to full-color.

\$85 Charge

Increased production time of 2 weeks.

Additional proof (if needed).

- Adding, deleting, replacing, or moving recipes (\$85 plus \$6 per recipe)
- Adding recipe notes or fillers (text or art)
- Replacing filler set (text or art)
- Changing or replacing a custom cover, custom dividers, or custom liner
- Changing recipe format or to non-continued recipes
- Adding additional ads at time of proof
- Adding or changing plastic comb imprint

These prices are Change Order prices. Extra charges may also be incurred for changing or adding items to your cookbook (e.g., black ink to navy ink adds 20¢/book). See Optional Features Pricing in our *Cookbook Publishing Guide*.



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Corrections & Editing Price List

CORRECTIONS & EDITING

Corrections are FREE on *books we type*; however, customer editing from originally submitted material will incur charges of \$4.00 per line.

Corrections on *typensave*® books are considered customer errors. However, we will correct the first 10 corrections at no charge. Corrections beyond that will be subject to a charge of \$4.00 per line.

Corrections for *Press-Ready* books must be submitted as new pages, which will be subject to a charge of \$10.00 per page.

PROOF TIME ALLOWED

Customers can keep their proof as long as they want; however, it will affect their ship date if kept longer than our allowed time. **To stay on our production schedule, we allow the following:**

- Normal Production Time**can keep proof no longer than 5 days
- 27-Day RUSH Production Time**can keep proof no longer than 3 days

ADDITIONAL PROOFS

Our prices include 1 FREE text and cover proof. Additional proofs requested by the customer will be charged as follows. **Note:** Sending additional proofs will also add to production time.

- 2nd Text Proof**
- Delays production 2 weeks.....\$40.00
- 2nd Cover Proof/Divider Proof Via Mail**
- Delays production 1 week.....\$35.00
- 2nd Cover Proof/Divider Proof Via Fax or E-mail**.....\$10.00
- Recipe Page/Personal Page Proof Faxed**.....\$10.00

See other side for change order prices.