



## **D. D. Bean & Sons Co.**

### **Book Match Design Approval Procedure and Pre-Press Charges**

#### **Design Pre-approval:**

Once we have reviewed properly submitted digital art, a match cover layout in PDF file format is generated and emailed to the customer for pre-approval. This digital image provides the customer an overall view of their requested book match cover design.

*Lead-time from initial receipt of digital art:* Seven to 10 days, if recommended guidelines are followed. (Any changes to graphics, copy or positioning should be addressed at this stage; if necessary, revised PDFs will be provided for further customer review and approval.)

#### **Final Proof Approval:**

Upon our receipt of design pre-approval, a live press proof can be scheduled. However, a hard copy digital color proof can be provided at this stage, if an actual printed press sample is not required. Proofs are sent via UPS next day for final signed and dated customer approval.

*Lead-time from receipt of pre-approval:* Seven to 14 days, depending upon customer's preference in this final proof approval process.

#### **Finished Product Availability:**

*Lead-time for order delivery:* Three weeks from receipt of final signed and dated approval. Please contact Customer Service to place your order.

#### **Art Charges:**

There is a onetime pre-press charge of \$150.00 per color. This cost covers art preparation, film and plates.

***Significant changes during any art design process will impact time period.***