

YEARBOOK & EVENT BOOK PRODUCTION FORM

Please complete this form in full and return to Marathon by clicking the Email Form button at the bottom of this page. Production will begin once all the necessary information has been received. To avoid additional charges and production delays files must be press ready.

To upload files to Marathon, click the Upload button below.

Saddle Stitched books will be shipped two weeks from proof approval.

CONTACT INFORMATION

Studio/Business Name: _____

Physical Address: _____

Mailing Address: _____

City: _____ State/Province: _____ ZIP Code: _____

Business Phone: (____) _____ Fax Number: (____) _____

Primary Contact: _____ Secondary Contact: _____

E-mail: _____ E-mail: _____

Contact Phone: (____) _____ Contact Phone: (____) _____

PRODUCTION SPECIFICATIONS (Page count needs to be multiples of 4)

(Each page is one side of an 8½" x 11" sheet. One 8½" x 11" sheet equals two pages.)

Last Day of School _____

Book Quantity _____ **Book Title** _____ **Year on Cover** _____

Page Count (excluding cover) _____ + YEARBOOK- 4 Page Year in Review (Positioned in back of book unless otherwise specified) **TOTAL** _____

B&W Color Personalization Name Photo Qty _____ Location _____ Custom Cover or Stock Cover # _____

Print on Inside Front Cover (Soft Cover Only) Print on Inside Back Cover (Soft Cover Only) Add logo to back cover _____ (Location)

Software Used _____ Version _____ Submit as a high resolution PDF.

OVERRUNS or UNDERRUNS - not to exceed 10% of the amount ordered, shall constitute an acceptable delivery. Yes, I want overs if available at per piece cost

BINDING OPTIONS

Saddle Stitched Binding is included at no additional charge. Spiral binding, Wire-O, Perfect Binding and Hard Covers are an additional charge and will increase production time. Please call for a price quote on non-standard binding options.

Saddle Stitched Softback (64 pgs max - stapled)

Perfect Bound Softback (min. of 32 pgs & 1-2 additional weeks for production)

Smyth Sewn Hardback (min. of 32 pgs & 2-3 additional weeks for production)

Wire Binding Softback

PUR Hardback (min. 32 pgs & 2 additional weeks for production)

Plastic Coil Softback (1 additional week for production)

Side Sewn Hardback (max 128 pgs & 1 additional week for production)

PROOFING (Shipped 2 Day Air Unless Otherwise Specified) NDA Ground

Recipient Name: _____

Physical Address: _____

City: _____ State/Province: _____ ZIP Code: _____

SHIPPING INFORMATION (FedEx Service)

Same as Contact Address Above Drop Ship to Client (enter below)

Split Shipment (indicate quantities at right) Quantity to Photographer _____ Quantity to Client _____

Recipient Name: _____

Physical Address: _____

City: _____ State/Province: _____ ZIP Code: _____

BILLING INFORMATION

Must be paid in full upon proof approval (Books will not print until paid in full)

Check enclosed Credit Card Card Type: Visa MasterCard Discover

Name on Card: _____

Account Number: _____ Security Code: _____ Expires: _____

Authorizing Signature: _____

NOTES

Files Uploaded SEE INSTRUCTIONS Folder Name _____



UPLOADING FILES TO MARATHON

Before you begin, place all files that need to be uploaded to Marathon, in a folder on the desktop. Name the folder with your book title used on the order form. It is very important that all files be enclosed in this one folder. This does not pertain to lumapix files, as it has a built in upload feature.

Step 1: Download the uploader application using the links below...

PC users [click here](#)

Mac users [click here](#)

The links above will download a compressed file that contains a small application called *Marathon_Uploader_Mac* or *PC*

Uploader -.mvp.marathonweb.com

Files To Upload

Marathon Files to Upload

Data Fields

Apply values to enclosed items.

Company Name: Your Company Name

Customer Email: info@mycompany.com

Customer Phone: 123-456-7890

Order Type: Directory | Year Book

Send Notification To: staceyv@marathonpress.net

Approximate Size: 0 bytes

Upload

Step 2: Once the uploader application is open. Drag your folder from the desktop (named with your book title) to the top of the Uploader application, under Files to Upload

Step 3: Highlight the folder placed in the window, then fill in all required Data Fields in red. Check Apply values to enclosed items.

Step 4: Click the Upload button

Step 5: Add folder name to production form and click email form

Depending on the file size and speed of your internet connection, the upload process can take some time.

If you have any questions, please call 1-800-228-0629.

