**Directory Printing Information**

**Template Setup**

The template attached is in MS Word with sample pictures.

The template picture on the cover can be replaced with your own photo(s). Inside, you can replace the sample photo with your family photo. Just copy and paste a photo to fit your needs.

The template is laid out in sections, so as your name and address page expands with more listings, so does the section. Style and layout vary for the template, so adding more names and addresses will not affect the layout of other sections. Play with the file and see what will work best for your needs.

The price is figured for the finished size of 5.5 x 8.5, we can print up to 80 pages.

**Directory Print Cost per book.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 8 page + Cover Minimum | 12 page + Cover | 16 page + Cover | 20 page + Cover | 24 page + Cover | 28 page + Cover | Each additional 4 pages |
| All Color | 1.75 | 2.00 | 2.25 | 2.50 | 2.75 | 3.00 | .25 |
| Cover Color Inside B/W | 1.50 | 1.65 | 1.80 | 1.95 | 2.10 | 2.25 | .15 |

**Ready for Print**

For us to process the job, first be sure that you have thoroughly proofread the copy. Then please send the Word file back to me at keith.michalak@cog7.org, and I will create a PDF file for the press. Once I receive the file, I will consider it proofed and ready to print. If I find any problems, I will contact you before printing.

If you need more information, please send me a note at keith.michalak@cog7.org.

Keith Michalak