

Handbook / Page Inserts

Planners may be personalized with the addition of 1-80 pages (40 2-sided sheets). All inserts are placed at the front of the planner, unless otherwise requested in writing. Insertion of pages in more than one location will incur additional charges. You may include the school calendar, handbook other other pertinent information to be printed in grayscale (black). Any blank pages (for tear-out pages that are followed by a blank page) are included in your page count. The content must have margins of: .9" left and right and .35" top and bottom for the large planners and .5" on all sides for the small planners, as shown on the insert templates. Please stay within the dark shaded area so that all of your insert is printed in the correct format.

Insert pages may be submitted electronically in MicroSoft Word, Adobe InDesign or graphic format (pdf, jpeg) to orders@ScripturePlanners.com . Files may also be submitted as physical documents for duplication. Please submit any paper documents printed on a laser printer in black for the best quality of reproduction. Clean black and white artwork will provide better results than using gray areas. Thin lines and borders sometimes "disappear" in production; use lines of at least 1 point in width so insure their visibility. Numbering pages is advised.

Please check dates, page numbering and Table of Contents to match page numbers! Any typesetting and formatting changes can be done only with electronic files. Charges for formatting and set-up are at rate of \$35.00 per hour.

Custom inserts require as much as one month to process and produce. For timely delivery, please submit all handbooks by June 1, 2007.

