



# Custom Cover Instructions

Artwork due by May 15.

## 1 Design your cover.

Your one-color, camera-ready front cover can be printed at no additional charge. You may use drawings and/or photographs. Your school name and other information can be added by us or can be part of the artwork. Back and inside cover printing is also available. Call customer service for a quote.

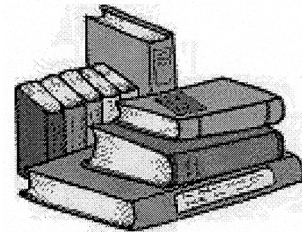
## 2 Send original artwork only!

- **DO NOT** use a photocopy as your artwork.
- **DO NOT** "color in" your original artwork to indicate different colors. We must have a crisp, black and white image. Use a photocopy of your artwork to indicate where the colors are to be placed.
- Select from the colors shown in the sales catalog, or choose a PMS color. (Additional charges apply for a PMS color other than those listed as standard colors.)
- Keep a duplicate copy of your cover for any questions that may arise.
- **DO NOT** use lead or colored pencils or ballpoint pens. None of these reproduce correctly.
- **DO USE** art, calligraphy or felt-tip pens.

GOOD SAMPLE



BAD SAMPLE



**Note:** If a colored piece of artwork is sent in, it will be scanned and reproduced exactly as it appears. There is a \$300 flat fee for this service. If you want printing on the inside of the cover itself, there is an additional charge. Please call for special pricing.

## 3 Select your ink.

A color chart is provided in the sales catalog for your selection. Mark your color selection on the other side of this sheet.

## 4 Fill out the Custom Cover Information.

Fill out the form on the back of this sheet in its entirety and send it with your artwork.

## 5 Typeset your copy.

Proof your copy carefully. When you submit your copy, make it clear if the school name and other information are a part of the artwork or if we are to typeset those for you. If Meridian is typesetting the cover, please check the box below, use the blocks provided on reverse side of this sheet to indicate the school name and choose your font. Use your photocopy to indicate where you want these elements placed. *Unless you indicate otherwise, we will use the original artwork exactly as submitted.*

I would like Meridian to typeset the copy. (No additional charge)

## 6 Submit cover artwork to Meridian Student Planners for receipt by May 15.

Questions? Call our customer service department at **1-888-724-8512**.