

HOW TO USE YOUR
**ONLINE ORDERING
SYSTEM**



Your Books
we love your books

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WELCOME TO YOUR BOOKS

NEW ZEALAND'S NO.1 BOOK PRINTER

You write it, we will print your books and more.

Print on demand anytime, from anywhere in the world using our very own New Zealand web to print service. Book printing has never been easier.

MEET THE YOUR BOOKS TEAM



Lawrence Evans

Managing Director

Lawrence is the Your Books owner. This Kiwi owned company has been printing books for more than 85 years. Lawrence is also the owner of Printing.com and Nettle.

Favourite book:

The Power Of One
by Bryce Courtenay

Currently reading:

The Rosie Project
by Graeme Simsion



Symon Yendoll

Chief Operations Officer

Symon has been in the print industry for 32 years and together with all his knowledge has designed the systems that let Your Books print at great prices efficiently and faster than ever.

Favourite book:

Dune
by Frank Herbert

Currently reading:

Getting Things Done
by David Allen



Christine Anne Borra

Your Books Consultant

With over 30 years in the print market and 10 years printing books, Christine is your go to Your Books self publishing consultant. Ask Christine anything.

Favourite book:

Daylight
by Elizabeth Knox

Currently reading:

Slash; The
Autobiography
by Slash (Author),
Anthony Bozza
(Contributor)

STEP 1: IS YOUR COVER OVERSIZED?

In order to make sure your book printing is quoted correctly, we need to know if your cover is oversized and therefore, may need to be printed on a larger press. This is sometimes the case with larger sizes and covers with Flaps.

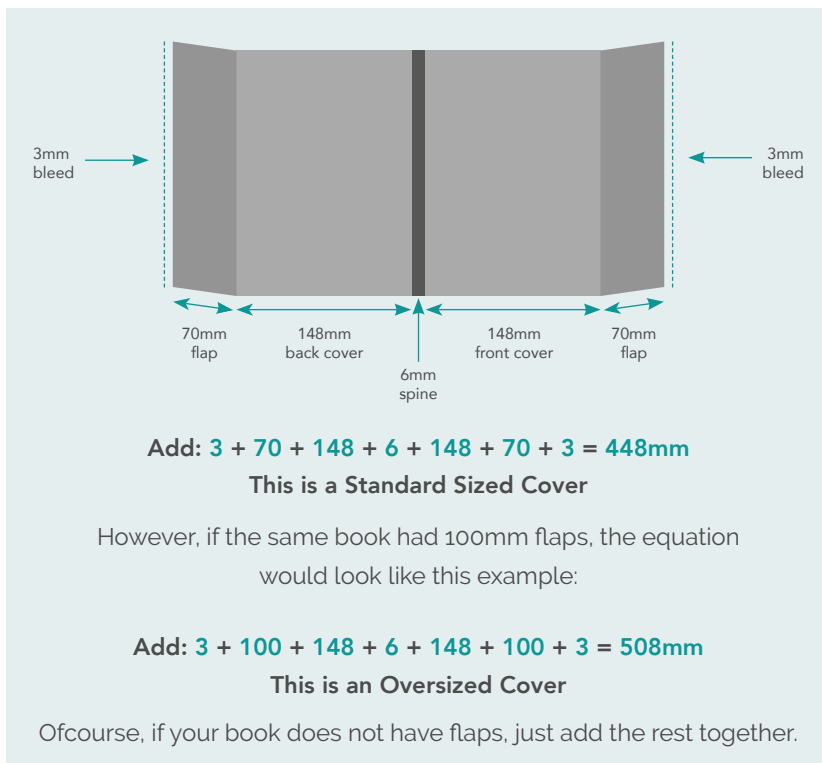
For your reference:

Standard (flat) size cover width: **Maximum 482mm wide**

Oversized (flat) cover width: **Maximum 630mm wide**

How can you measure if your cover is Oversized?

Simple, you add the flat width (mm) of both front and back covers, the spine, flaps (if any) and bleed together. See below example:



> See over to find out how we can do the calculations for you

COVER CALCULATOR

We have created a quick tool that can make these calculations for you. If you are reading a PDF version of this 'How to' manual, click below to open: cognitoforms.com/RedshiftNZ/covercalculations

Otherwise, open above address in your web browser. We highly recommend you bookmark this link for quick access next time.

If you do not know your **Spine width** yet, you can find that out here. Choose the **Print Type**, choose **Text stock** and enter Page count - then **click Calculate**.

Take your Spine width and enter it, along with your other book dimensions, into the **Cover Page Size Calculator**. We have used our previous width in the example below:

Spine Calculator

Print Type

Digital Highspeed Inkjet

Highspeed Inkjet Printing

Text Stock

100gsm Uncoated ▼

Page Count (Do not include the cover)

90

CALCULATE

Spine Width (mm)

6 ←

Cover Page Size Calculator

Calculate the flat cover size, including front & back, spine & flaps.

Cover type

Perfect Bound

Height (mm)	Width (mm)	Spine (mm)	Flaps (mm)	Page Height	Page Width
210	148	6	100	210.00	502.00

Final Cover Size Required
(Size does not include bleed. Your file must include 3mm bleed on all sides)

210.00x 502.00mm ←

This is an Oversized Cover

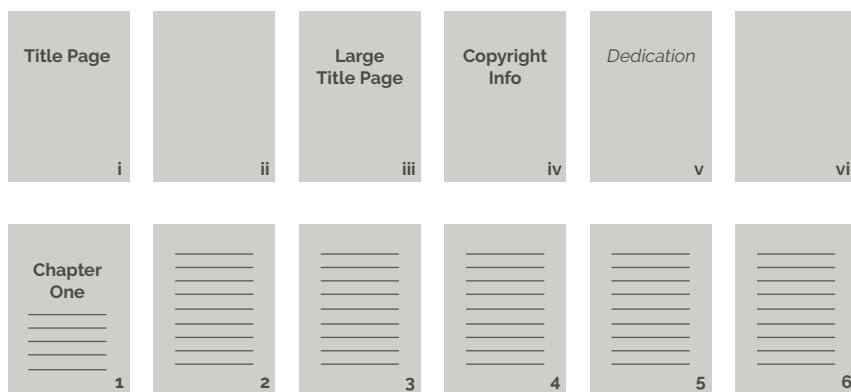
Now, when it comes to getting a quote for printing your book, you know whether you have a **Standard** or **Oversized cover**.

STEP 2: WHY IS YOUR PAGE COUNT IMPORTANT?

In order to make sure your book printing is quoted correctly, we need to have an accurate page count. This needs to be clear and concise at the start of the process, to avoid having to start again with a new quote later down the line.

**The page numbers on PDF document pages do not always match the page numbers that appear below the page thumbnails and in the Page Navigation toolbar. Pages are numbered with integers, starting with page 1 for the first page of the document. Because some PDFs may contain front matter, such as a copyright page and table of contents, their body pages may not follow the numbering shown in the Page Navigation toolbar.*

For example: This book file might say there are only 6 pages because of the front matter title pages that appear before Chapter 1 begins.

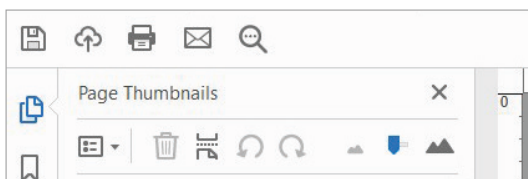


However, when we quote and print your book, we don't go by the numbers that appear on the pages, but the number of physical pages there are.

So, **we would quote the above example as having 12 pages.**

To get your page count right the first time, open your PDF and go to the 'Page Thumbnails' (upper left side panel).

You will need to add the total of any Prelim, Front Matter or Title pages to the bulk number of text pages in the document.

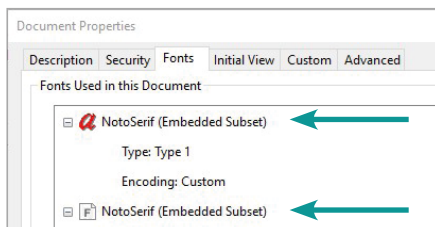


FILE SETUP TIPS & TRAPS

Below is a few little tips to avoid traps we often come across with client supplied files.

Unembedded fonts

It's important that all of your fonts are embedded into your supplied PDF/s, otherwise they may not print correctly. **To check if your fonts are embedded** open your PDF, select **File > Properties**, and then choose **Fonts**.



All fonts in the list need to have **Embedded Subset** next to them. If not, you will need to re-export your book ensuring embed fonts is selected in the export settings.

Even vs Odd pages

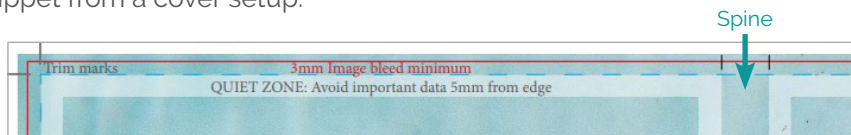
To allow for automation through our printers to our bindery, all text files **must have an even number** of pages. If your content amounts to an odd number of pages, you must add a blank page to the end of the document. Keep in mind, your chosen binding type will also affect the number of pages in your Text file:

Perfect, Case or Wire Bind: Pages must be a multiple of 2 (eg: 60,62,64,68 etc)

Saddle Staple/Stitch: Pages must be a multiple of 4 (eg: 24,28,32,36 etc)

Margins (Quiet Zone)

For Covers: Ensure you keep all important elements like text, logos and images at least **5mm from each edge as well as the book spine**. See below snippet from a cover setup.

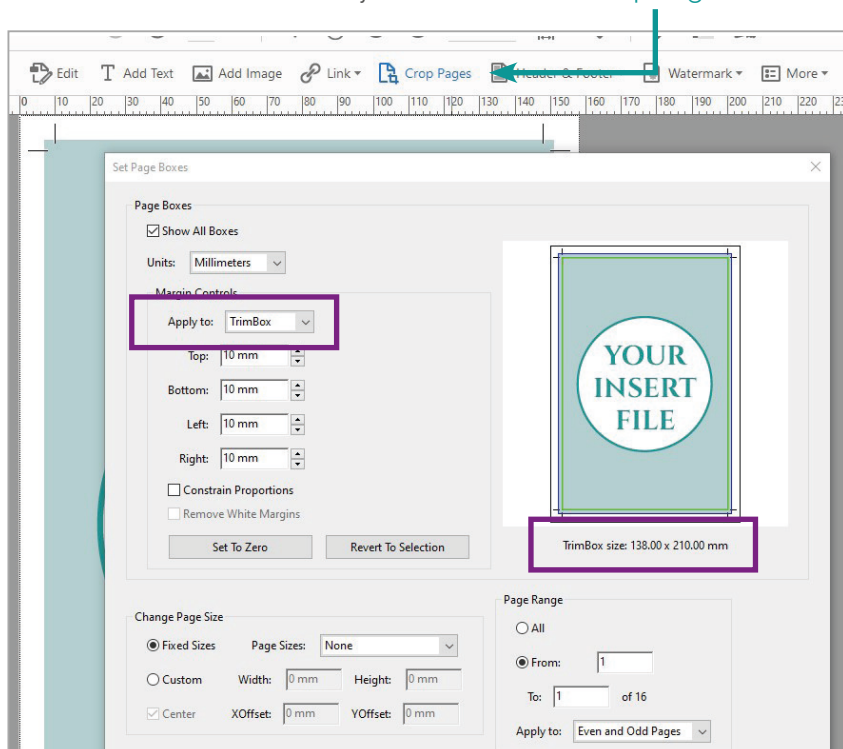


For Text or Inserts: Ensure you keep all important elements like text, logos and images at least **20mm from the Binding Edge/Spine and bottom** of the page and, **15mm from the Top and Outer edges**.

Trim-size

The **Trim-size** or **Trim-box**, is the measurement we use to impose your PDF. Please ensure your document Trim-size is the same on all pages and very importantly, **it matches your quote**.

To check your PDF Trim-size, open the file, go to **Edit > Edit Text & Images**. This will activate some icons on your tool bar. Click **Crop Pages**.



In the pop up window, choose **TrimBox** from the **Apply to:** dropdown. Your file **TrimBox-size** will show below the page image. This size needs to match your quote.

> For more comprehensive tips on how to setup Cover and Text files for Your Books, please go to: yourbooks.co.nz/file-specifications

STEP 4: CREATE A QUOTE

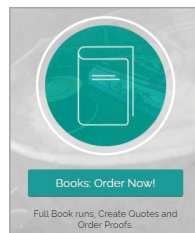
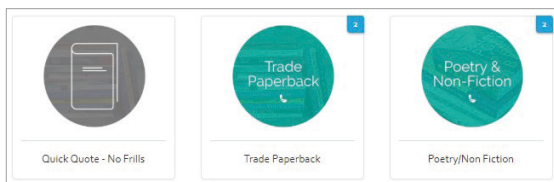
Before you begin, have you:

- Calculated your Spine and Cover size? > [See page: 4](#)
- Confirmed your Text Page count is accurate? > [See page: 5](#)

Great! Let's get started.

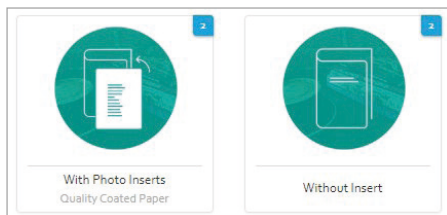
Log into the Your Books ordering portal, click [Books: Order Now!](#)

Choose the type of book you are quoting. NB: A Quick Quote, has minimal options to choose from, no photo inserts and no cover flaps.

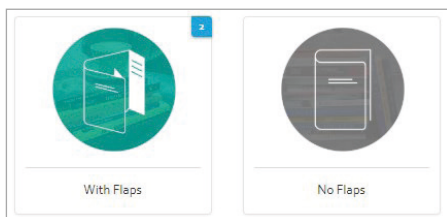


For other book types, progress through the choices to narrow down your desired print specifications.

Note: for [Poetry & Non-Fiction](#), you will also be asked to prioritise your choice between getting the [Best Price](#) vs the [Best Quality](#).



Choose with or without [Photo Inserts](#).



Choose with or without [Cover Flaps](#), if with, choose [Standard](#) or [Oversized Cover](#) > [See page: 3](#)

When you have your product selection, you will be presented with a list of choices, similar to the example below. For the purposes of this 'How to' we will demonstrate what happens if you order a book with both [Photo Inserts](#) & [Cover Flaps](#). Obviously, if your book has neither of these things, there will be less choices to make.

Work your way down the list of drop downs and set the specifications of your book, then [click Get Price](#).

NEW QUOTE

CUSTOMER
YBTEST - Your Books Tes...

Select Product

Home
Trade Paperback
With Photo Inserts
With Flaps
Standard Cover (With Flaps)

FINISHED SIZE	138 x 210mm	▼	✕
COVER PAPER	235gsm 1 Sided Art Board PEFC	▼	✕
COVER COLOUR	Digital - Colour front UNPRINTED reverse	▼	✕
COVER LAMINATE ON FRONT	Matt Laminate	▼	✕
SPOT UV GLOSS	None	▼	✕
TEXT PAGES	84	▼	✕
TEXT PAPER	100gsm Uncoated Paper-PEFC	▼	✕
TEXT COLOUR	Highspeed inkjet - Colour two sides	▼	✕
PHOTO INSERT PAGES	16	▼	✕
PHOTO INSERT COLOUR	Digital - Colour two sides	▼	✕
INSERTS	✎ Insert	▼	✕
HOW MANY INSERT LOCATIONS?	2	▼	

🛒
Get Price

Your price should generate within a few seconds. Initially you will get a cost for the default value, but do not worry, you can change that later.

First, [edit the title](#) of the job.

We recommend the naming protocol of: **Book Title - ISBN Number**

Product

Memoirs of an Author - ISBN: 9876543210

Cover: 4 pages, Printed on: 235gsm 1 Sided Art Board PEFC, Printed digital full colour x 1 side
Matt Laminate 1 side only

Text: 84 pages, Printed on: 100gsm Uncoated Paper-PEFC, Highspeed inkjet printed in full colour x 2 sides

Insert: 16 pages, Printed on: 130gsm Satin Art Paper FSC, Printed digital full colour x 2 sides

Binding: Insert x2 sections AFTER pages.
PDF proof supplied to
Binding: Create cover and perfect bound with flaps
Size: 138 x 210mm

Quantity & Price Excl GST & Freight

x 50

\$733.00

Read through the specifications you have chosen to confirm they are correct, **Now is the time to change anything that does not look right** by scrolling back up to the filters, make your alterations and [click Get Price](#) again.

Use the drop-down to set the number of books you would like a quote for. If you'd like to compare a few quantities, click the [plus \(+\) symbol](#) circled above.

Quantity & Price Excl GST & Freight

x 50 REMOVE

\$733.00

x 100 REMOVE

Not Priced

x 250 REMOVE

Not Priced

x 500 REMOVE

Not Priced

[Get Price](#)

Then [click Get Price](#) again to update.

Quantity & Price Excl GST & Freight			
x 50	x 100	x 250	x 500
\$733.00	\$1,151.00	\$2,321.00	\$4,183.00

Underneath this section, is any **Additional info** we may need to complete your order. Please read through and answer any questions listed - if you leave these blank, you will not be able to place the order properly.

Additional Info

Things we need to know about your Insert

PHOTO INSERTS TO BE PLACED AFTER WHAT PAGE NUMBER/S? (INSERT) *

26, 48

Things we need to know about your job

SOFT PROOF CONTACTING (PDF PROOF) *

Jesse Corah

WHAT SIZE ARE YOUR FLAPS? (PERFECT BIND WITH FLAPS) *

70mm

9. Scroll down to proceed to final **Quote Details**, Choose an order **Contact** and enter a **Purchase Order** or reference (if applicable).

Quote Details

CONTACT: Jesse Corah

PURCHASE ORDER (FOR YOUR RECORDS): BO87969

SPECIAL INSTRUCTIONS

Accept Later (A) Checkout (B)

At this point, you have a few choices.

A) TO SAVE THIS QUOTE AND RETURN LATER: Click [Accept Later](#). You will be able to find your quote again by going to [View Quotes](#) in the menu bar at the top of the page. Quotes are valid for 6 months from date of creation.



B) TO PROCEED WITH THIS QUOTE FOR PRINTING NOW: Click [Place Order](#). If you have an account with Your Books, you will be taken through to [Payment](#) and [Order details](#) where you can finalise quantity, delivery information, upload artwork and place your order.

> Go to 'Print Your Book' section. > page: 15

C) To Print this quote: Click the little [Printer Icon](#) to open a printable version. You can then proceed with either one of steps **A** or **B** above.

D) To Email this quote to yourself or a 3rd party: Click the little [Email Icon](#) to email a PDF version of your quote to any address you specify. You can then proceed with either one of steps **A** or **B** above.

STEP 5: ORDER A PROOF

Before you begin: what kind of Proof would you like?

All of our printed books automatically come with a soft proof sent via email

Hard Copy Printed Proof: please continue below.

Soft Proof via Email: please skip to **Print Your Book** section > See page 15

Do you have a Quote for printing Your Book yet?

If NO: please go to **Step 4: Create a Quote** > See page: 8

If YES: please continue below.

Great! Let's get started.

Log into the Your Books ordering portal, click [Get Price](#)

Choose Printed Hard Copy Proof.

Choose from the [4 proof options](#) depending on whether you want a full book, a book with inserts or a single section proof only.

Enter your book size and number of pages. Click [Get Price](#).

Printed Hard Copy Proof		PROOF - Cover, Text + Inserts	
FINISHED SIZE	138 x 210mm	▼	✕
TOTAL NO. TEXT PAGES	84	▼	✕
TOTAL NO. INSERT PAGES	16	▼	✕

Get Price

Next, [edit the title](#) of the job. **We recommend the naming protocol of:**
Book Title - ISBN Number

Product

PROOF - Memoirs of an Author - ISBN: 9876543210

Cover: 4 pages, Printed on: Quoted Stock, x 2 sides

Scroll down to [Additional Info](#). Enter your previous [Quote number](#) and choose a [Proof Contact](#). (Don't worry that it says Soft Proof, you are still getting your hard copy).

Scroll down and click [Checkout](#).

Proof Delivery

Scroll down your Order Details page to the [Delivery Section](#).

Choose a [Delivery Address](#), [Delivery Contact](#) and [Delivery Method](#) from the drop down menus.

If your address or contact information is incorrect, click the [Pencil icon](#) next to the corresponding drop-down to edit.

If your address or contact information is not on the list at all, click the [Plus icon](#) next to the corresponding drop-down to add a new one.

Scroll down to the [Summary](#) section. If required, enter a [Purchase Order](#) or reference. If you do not want an [Email Confirmation](#) of your order after it has been placed, un-check the green box next to the [envelope icon](#).

Then click [Place Order](#).

What next?

All remaining steps covered in this document elsewhere.

For Payment Instructions > See page: 19

To Upload Artwork Instructions > See page: 20

STEP 6: PRINT YOUR BOOK

Before you begin, have you:

- Calculated your Spine and Cover size? > [See page: 4](#)
- Confirmed your Text Page count is accurate? > [See page: 5](#)

Do you have already have a quote for printing?

If NO: please go to [Step 4: Create a Quote](#) > [See page: 8](#)

If YES: please continue below.

If you are trying to place a print order based on a quote you have created previously, start by going to [View Quotes](#) or [My Quotes](#) on your Dashboard.



Search for your book quote and open it. There are a few things you may like to do at this stage.

ORDER DETAILS

Memoirs of an Author - ISBN: 9876543210

Quantity	Price
X 50	\$744.43
X 100	\$1,165.55
X 250	\$2,345.30
X 500	\$4,223.29

Cover: 4 pages, Printed on: 235gsm 1 Sided Art Board PEFC, Printed digital full colour x 1 side Matt; Laminate 1 side only; Text: 84 pages, Printed on: 120gsm Uncoated Paper PEFC; Highspeed jetset printed in full colour x 2 sides; Insert: 16 pages, Printed on: 230gsm Satin Art Paper FSC, Printed digital full colour x 2 sides; Binding: Insert x 2 sections AFTER pages: 16, 48 ...

Expected Date ...

Christine Borra
16 Cashew Street
Wellington
New Zealand 9018

Questions (3) *

A) Click the [Pencil Icon](#) on the left, to edit your [Book Title](#). This is so that should you want to reorder or search for this title at a later date, you can find it easily.

We recommend the naming protocol of: [Book Title - ISBN Number](#)

B) Choose your order qty to print.

C) Double check your Print Specifications are correct.

D) Make sure any questions asked, have been answered. Click the little [Arrow](#) on the right hand side to open this section.

DELIVERY

Do you require delivery to more than one location?

If NO: please continue below.

If YES: please skip to [Multiple Address Delivery](#) section > [See over](#)

Single Address Delivery

Scroll down your Order Details page to the [Delivery Section](#). On the right side, make sure [Single](#) is selected - this is the default setting.

Delivery	Multiple	Single
<p>DELIVERY ADDRESS</p> <p> 123 Rata Street, Lower Hutt, Wellington, 5011  </p> <p>DELIVERY CONTACT</p> <p> Christine Borra  </p> <p>DELIVERY METHOD</p> <p> Courier </p>		<input checked="" type="radio"/>

Choose a [Delivery Address](#), [Delivery Contact](#) and [Delivery Method](#) from the drop down menus.

If your address or contact information is incorrect, click the [Pencil icon](#) next to the corresponding drop-down to edit.

If your address or contact information is not on the list at all, click the [Plus icon](#) next to the corresponding drop-down to add a new one.

If you require delivery to multiple locations, please see over.

If you only require delivery to a single address: please skip to [Order Summary](#) section > [See page: 18](#)

Multiple Address Delivery

Scroll down your [Order Details](#) page to the [Delivery](#) section. On the right side, make sure [Multiple](#) is selected.

Delivery Multiple Single

MULTIPLE DELIVERY FOR
Standard Cover (With Flaps) - Cover: 4 pages, Printed on: 239gsm 1 Sided Art Board PEFC, Printed digital full colour x 1 sl...

Quote Quantity

DELIVERY ADDRESS
16 Cashew Street, Wellington, 5028 (Billing Address)

DELIVERY CONTACT
Christine Borra

DELIVERY QUANTITY
25 50 units to be allocated

DELIVERY METHOD
Courier

Add Delivery

A

Choose your first [Delivery Address](#), [Delivery Contact](#) and [Delivery Method](#) from the drop down menus.

If your address or contact information is incorrect, click the [Pencil icon](#) next to the corresponding drop-down to edit.

If your address or contact information is not on the list at all, click the [Plus icon](#) next to the corresponding drop-down to add a new one.

A) Add the amount you want delivered to this first address under [Deliver Quantity](#), then click [Add Delivery](#). Your delivery allocation will appear below.

Delivery Multiple Single

MULTIPLE DELIVERY FOR
Standard Cover (With Flaps) - Cover: 4 pages, Printed on: 239gsm 1 Sided Art Board PEFC, Printed digital full colour x 1 sl...

Quote Quantity

DELIVERY ADDRESS
16 Cashew Street, Wellington, 5028 (Billing Address)

DELIVERY CONTACT
Christine Borra

DELIVERY QUANTITY
25 units to be allocated

DELIVERY METHOD
Courier

Add Delivery

25		Christine Borra 16 Cashew Street, Wellington, 5028		Courier		(4.14kg)	
----	--	---	--	---------	--	----------	--

Repeat **Step A** until you have no more units to allocate left.

Order Summary

This is your last chance to change your order before sending to print. If you are happy with the specifications and delivery you have set, scroll down to the **Summary** section of your order.

If required, enter a **Purchase Order** or reference.

If you do not want an **Email Confirmation** of your order after it has been placed, un-check the green box next to the envelope icon.

Then click **Place Order**.

Stay with us, we are not quite done yet!

It's time to process payment or invoice & upload your artwork > See over

PAYMENT VS ACCOUNT

Do you have an account with Your Books?

Don't worry if you do not know, the system will send you to the right place.

If NO: a Credit/Debit card portal will open, please continue below.

If YES: the portal will skip the below payment portal and take you straight to the [Upload Artwork](#) section. > [See over](#)

If you do not have an account with Your Books, **payment must be made before we can proceed with printing.**

A [Payment Checkout](#) portal will pop up. You can pay with a [Credit or Debit card](#).

Payment Checkout

Merchant Reference: YBTEST-INV008955_1

Order Line 1: YBTEST

Order Line 3: 5006b5a1-8bcc-4472-9ca7-f8647d788a42

Amount: **\$942.84 (NZD)**

Credit Card Payment

Card Number:*

Name On Card:*

Expiry Date:*

CVC:

[Submit](#)

[Cancel Payment](#)

Enter your card details as per prompts. Click [Submit](#).

Once your payment has been accepted, you will be taken to the [Upload Artwork](#) section.

STEP 7: UPLOAD ARTWORK

Firstly, does your book have any photo insert pages?

If NO: please continue below.

If YES: please skip to [Upload Artwork for Inserts](#) on next page

Upload Cover and/or Text Artwork

When you get to the [Submit Artwork](#) page, it is very important that you upload your files. **We cannot action your job without Artwork.** All artwork submitted must be in PDF format with **1 file per section.**

Scroll down to the upload modules. For each section, upload one [Print Ready PDF](#) file. Click the [Magnifying Glass](#) to choose your file, then click [Upload](#).

The screenshot shows a web interface for uploading artwork. It features two main sections: 'Cover' and 'Text', both labeled '(1 file expected)'. Each section contains a search field with a magnifying glass icon and the text 'No file selected.', followed by an 'Upload' button. A third 'Supporting Document' field with a magnifying glass icon and 'No file selected.' is also present in each section. A large grey box with the text 'Ignore this section' is overlaid on the right side of the 'Text' section. At the bottom right, there is a 'Confirm' button with a right-pointing arrow. Red arrows on the left side of the image point to the magnifying glass icons in the 'Print Ready PDF' fields.

Wait until your files have fully uploaded and you can see a thumbnail, before you proceed.

Click [Confirm](#). **Your order is now in Pre-production.**

We will preflight your files and get in touch with your proof.

If you have any questions regarding your order, please do not hesitate to get in contact.

Christine Borra

Your Books Consultant

M. +64 27 600 9485 | E. christine@yourbooks.co.nz

Upload Artwork for Inserts

When you get to the [Submit Artwork](#) page, it is very important that you upload your files. **We cannot action your job without Artwork.** All artwork submitted must be in PDF format. [Please upload the following:](#)

- **1x Cover file**
- **1x Text File** with your photo inserts included: position photo pages throughout the file exactly how you want them to be printed in the final book.
- **1x Photo Insert file** with all of your photo insert pages only, even if they are multiple sections.

This is so that our production team know exactly where to insert these extra sections while still having one complete insert file to print.

Scroll down to the upload modules. For each section, upload one Print Ready PDF file. Click the [Magnifying Glass](#) to choose your file, then click [Upload](#).



Wait until your files have fully uploaded and you can see a thumbnail, before you proceed.

Click [Confirm](#). **Your order is now in Pre-production.**

We will preflight your files and get in touch with your proof.

If you have any questions regarding your order, please do not hesitate to get in contact.

Christine Borra

Your Books Consultant

M. +64 27 600 9485 | E. christine@yourbooks.co.nz

ORDER AN EXISTING TITLE

If you have printed a title through Your Books before, you can reorder this by going to [View Orders](#) on your Dashboard. This is a list of all orders in progress as well as any completed jobs that have been processed [via this system previously](#).

Set the [time range on the left](#) and enter your a keyword or ISBN number from your [book title on the right](#). Then click the [Filter icon](#).



Is Your Book there?

If YES: please continue below.

If NO: please submit a request and we will add this title to your previous orders list. Click ---> [Add My Book](#)

Artwork Retrieval

Once you have found your old order, you will need to view the files printed previously. Click the [drop-down arrow](#) and select [Artwork](#).

Q027356

J011561
Memoirs of an Author - ISBN: 9876543210

Cover: 4 pages, Printed on: 235gsm 1 Sided Art Board PEFC, Printed digital full colour x 1 side, Matt Laminiate 1 side only

Text: 84 pages, Printed on: 100gsm Uncoated Paper PEFC, Highspeed inkjet printed in full colour x 2 sides

Insert: 16 pages, Printed on: 130gsm Satin Art Paper FSC, Printed digital full colour x 2 sides, Binding: Insert x2 sections AFTER pages: 26, 48

PDF proof supplied to Jesse Corah

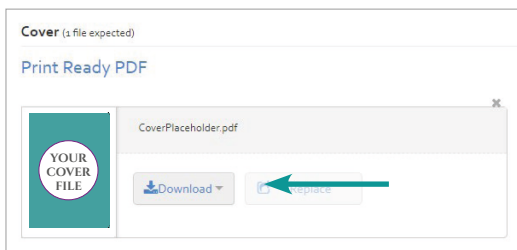
Binding: Crease cover and perfect bound with flaps 70mm

Size: 138 x 210mm

More Details ▾

- Artwork
- Reorder Item
- Reorder All Items

On the next page, scroll down to see your previous printed files. On each section, click [Download > Original](#). Save these files to your computer.

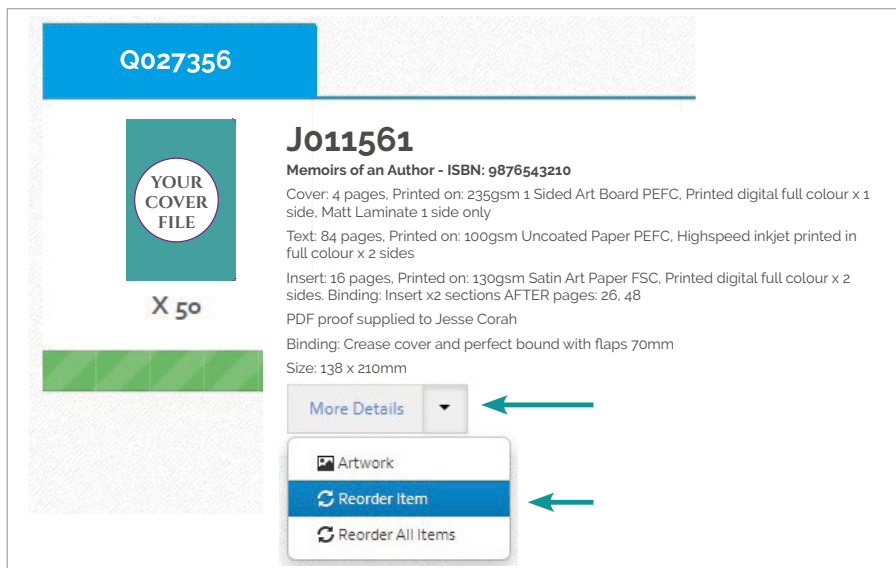


Please open and review these files thoroughly, if you wish to print the same files, hold onto them because you will be asked to upload artwork to your new order. Navigate back to your [View Orders](#) page.

If you will need new files printed, you can disregard them.

Reorder Your Book

Once you have found your old order, click the [drop-down arrow](#) and select [Reorder Item](#).



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A Memoirs of an Author - ISBN: 9876543210

B x50 \$744.43 x100 \$1,165.55 x250 \$2,345.30 x500 \$4,223.29

C Cover: 4 pages, Printed on: 239gsm 2 Sided Art Board PEFC, Printed digital full colour x 1 side Matt Laminated 1 side only Text: 84 pages, Printed on: 100gsm Uncoated Paper-PEFC, Highspeed inkjet printed in full colour x 2 sides Insert: 16 pages, Printed on: 130gsm Satin Art Paper FSC, Printed digital full colour x 2 sides Binding: Insert x2 sections AFTER pages: 26, 48

D Questions (3) →

Expected Date ...

Christine Borra
16 Cashew Street
Wellington
New Zealand 5028

A Click the [Pencil Icon](#) on the left, to edit your [Book Title](#). This is so that should you want to reorder or search for this title at a later date, you can find it easily.

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B Choose your order qty to print.

C Double check your Print Specifications are correct.

D Make sure any questions asked, have been answered. Click the little arrow on the right hand side to open this section.

What next?

All remaining steps have already been covered in this document.

For Delivery instructions: > [See page: 16](#)

For Payment Instructions > [See page: 19](#)

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If you have any questions regarding your order, please do not hesitate to get in contact.

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M. +64 27 600 9485 | E. christine@yourbooks.co.nz



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