



Personal Information

Name _____

Address _____

Phone _____ Email _____

Book Information

Project/File Name _____

Number of copies _____ Number of pages _____

Book dimensions _____ Cover type Matte Glossy (\$5 extra per book)

Pricing Information

One-Time Set-up Fee \$50.00 ****UVic One Card Holders Pay No Set-up Fee!!!****

Basic Price \$0.05 per single-sided page Recycled Paper \$0.07 per single-sided page

Additional Services

Please consult with our staff to discuss your design and editing needs.

Cover Design \$30/hr Editing, Formatting & Proof Reading \$25/hr Scanning & File Conversion \$20/hr

- ★ Expect your first proof within 5-7 business days (unless otherwise notified). All proofs are purchase copies. The UVic Bookstore cannot be held responsible for typos or incorrectly formatted book blocks and covers.
- ★ Any orders more than \$50.00 may require a deposit of 50% to complete the order.
- ★ Your documents should arrive print-ready unless you have agreed to pay for cover design or formatting. The One-time Set-up Fee includes preparing and uploading your completed files to the Espresso Machine. If any additional work is required, charges will apply. You will be contacted before we proceed with any additional work.

Release Agreement

I hereby warrant and represent that I am the sole legal owner of all rights, title and interest in all Artwork, Photographs and/or Text and including all related intellectual property interests such as trademarks and the sole and exclusive copyright in the artwork, photography and text.

Signature

Date