

## YEARBOOK & EVENT BOOK PRODUCTION FORM

Please complete this form in full and return to Marathon by clicking the Email Form button at the bottom of this page. Production will begin once all the necessary information has been received. To avoid additional charges and production delays files must be press ready.

**To upload files to Marathon, click the Upload button below.**

**Saddle Stitched books will be shipped two weeks from proof approval.**

### CONTACT INFORMATION

Studio/Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Secondary Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Phone: (\_\_\_\_) \_\_\_\_\_ Contact Phone: (\_\_\_\_) \_\_\_\_\_

### PRODUCTION SPECIFICATIONS (Page count needs to be multiples of 4)

(Each page is one side of an 8½" x 11" sheet. One 8½" x 11" sheet equals two pages.)

**Last Day of School** \_\_\_\_\_

**Book Quantity** \_\_\_\_\_ **Book Title** \_\_\_\_\_ **Year on Cover** \_\_\_\_\_

Page Count (excluding cover) \_\_\_\_\_ +  YEARBOOK- 4 Page Year in Review (Positioned in back of book unless otherwise specified) **TOTAL** \_\_\_\_\_

B&W  Color  Personalization \_\_\_\_\_ (Located)  Custom Cover  Stock Cover # \_\_\_\_\_

Print on Inside Front Cover (Soft Cover Only)  Print on Inside Back Cover (Soft Cover Only) Add logo to back cover \_\_\_\_\_ (Location)

Software Used \_\_\_\_\_ Version \_\_\_\_\_ Submit as a high resolution PDF.

OVERRUNS or UNDERRUNS - not to exceed 10% of the amount ordered, shall constitute an acceptable delivery.  Yes, I want overs if available at per piece cost

### BINDING OPTIONS

Saddle Stitched Binding is included at no additional charge. Spiral binding, Wire-O, Perfect Binding and Hard Covers are an additional charge and will increase production time. Please call for a price quote on non-standard binding options.

Soft Saddle Stitched (64 pgs max - stapled)  Soft Wire-O  3 Hole Drill

Soft Perfect Bound (min. of 32 pgs & 1 additional week for production)  Plastic Spiral (1 additional week for production)

Hard Cover SmythSewn (min 32 pgs & 3 additional weeks for production)  Hard Cover SideSewn (max 128 pgs & 3 additional weeks for production)

### PROOFING (Shipped 2 Day Air Unless Otherwise Specified) NDA Ground

Recipient Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

### SHIPPING INFORMATION (UPS Ground Service)

Same as Contact Address Above  Drop Ship to Client (enter below)

Split Shipment (indicate quantities at right) Quantity to Photographer \_\_\_\_\_ Quantity to Client \_\_\_\_\_

Recipient Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

### BILLING INFORMATION

Must be paid in full upon proof approval (Books will not print until paid in full)

Check enclosed  Credit Card Card Type:  Visa  MasterCard  Discover

Name on Card: \_\_\_\_\_

Account Number: \_\_\_\_\_ Security Code: \_\_\_\_\_ Expires: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

### NOTES

**Files Uploaded SEE INSTRUCTIONS Folder Name** \_\_\_\_\_



## UPLOADING FILES TO MARATHON

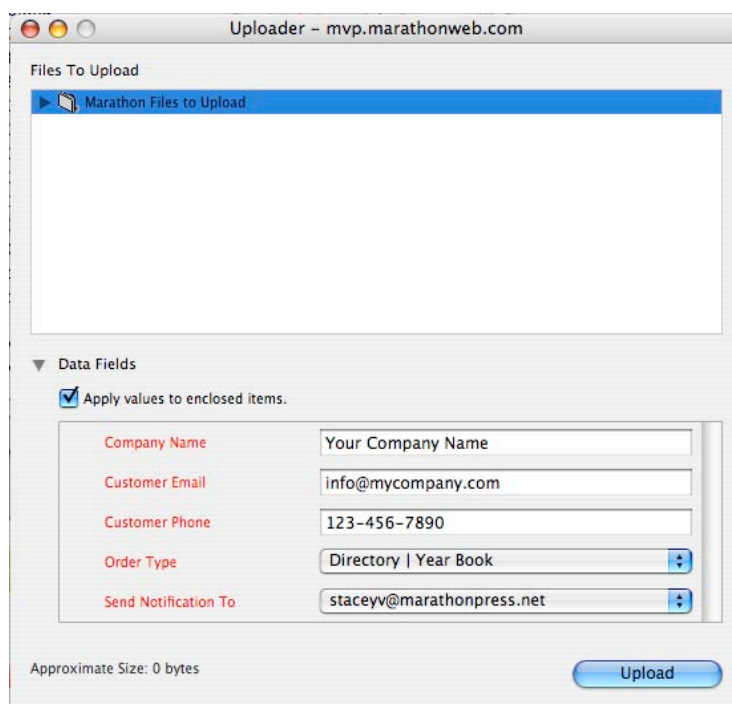
Before you begin, place all files that need to be uploaded to Marathon, in a folder on the desktop. Name the folder with your book title used on the order form. It is very important that all files be enclosed in this one folder. This does not pertain to lumapix files, as it has a built in upload feature.

### Step 1: Download the uploader application using the links below...

**PC users** [click here](#)

**Mac users** [click here](#)

The links above will download a compressed file that contains a small application called *Marathon\_Uploader\_Mac* or *PC*



**Step 2:** Once the uploader application is open. Drag your folder from the desktop (named with your book title) to the top of the Uploader application, under Files to Upload

**Step 3:** Highlight the folder placed in the window, then fill in all required Data Fields in red. Check Apply values to enclosed items.

**Step 4:** Click the Upload button

**Step 5:** Add folder name to production form and click email form

Depending on the file size and speed of your internet connection, the upload process can take some time.

**If you have any questions, please call 1-800-228-0629.**

