

**SCHOOL DESIGNS CUSTOM COVER:**

Please complete the check list, sign below and send along with your artwork. If anything does not comply with the list below, your artwork will be sent back for revisions which will slow down the production process.

**DIGITAL ARTWORK:**

You must answer YES to all of the following.

- Is your file saved as a: jpeg, tiff, pdf, eps, psd(Photoshop), ai(Illustrator), InDesign, or Microsoft Word?  
**No other file types will be excepted.**
- Is your file 300 dpi resolution?
- Are your files the correct sizes with the correct margins? (See attached guidelines)
- There are no images taken from the internet, unless they have been purchased. Images taken from the internet are not usable as they are copyright protected and the quality is too low to be used for printing.
- We have copyright or permission to use any of the images provided. **Schoolhouse Publications Inc. will not be held responsible for any images used.**
- Are your fonts included with the files?

**HARDCOPY ARTWORK:**

You must answer YES to all of the following.

- Is your artwork the correct size on an 8.5 x 11 inch sheet of paper? (See attached guidelines)
- Artwork is not folded or creased and is packaged correctly so that it will not be damaged or wrinkled in the mail.
- There are no images taken from the internet, unless they have been purchased. Images taken from the internet are not usable as they are copyright protected and the quality is too low to be used for printing.
- We have copyright or permission to use any of the images provided. **Schoolhouse Publications Inc. will not be held responsible for any images used.**

**No changes can be made to the artwork, both digital and hardcopy, by Schoolhouse Publications Inc. That includes adding text, changing the layout, size, colors, fonts, or removing anything from the artwork.**

School Name: \_\_\_\_\_

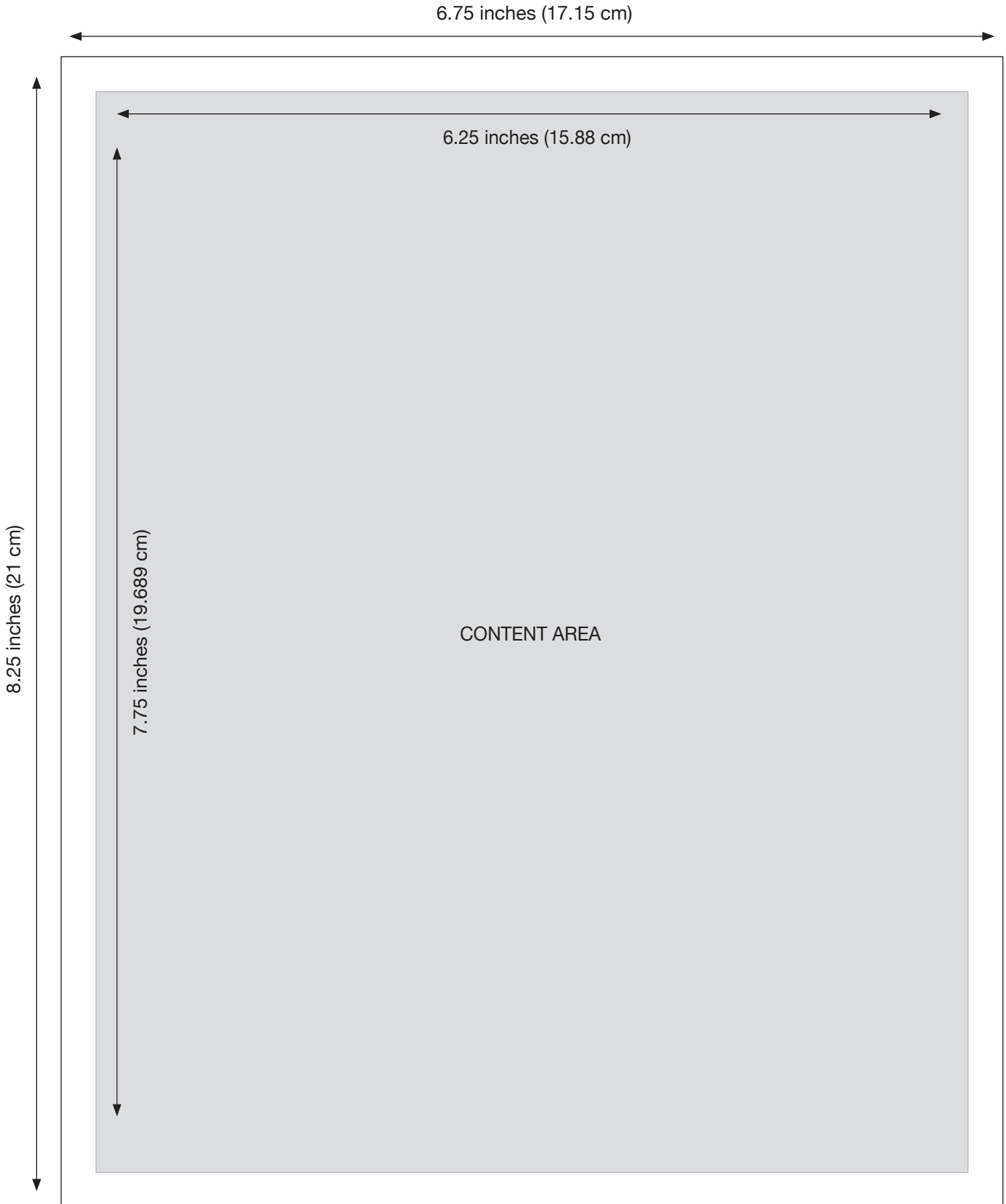
Print Name of Artist: \_\_\_\_\_ Signature: \_\_\_\_\_

- Submit artwork to [planners@schoolhousepublications.com](mailto:planners@schoolhousepublications.com)
- When the cover design is ready the school contact will be notified to go online and proof the cover.
- You will be given a password to enter the restricted area of our website in order to view the completed design and approve or request revisions.
- **Please be advised that we cannot go to print without your approval. Failure to do so in a timely manner will cause delays in the printing process and will delay delivery.**
- **Name, email address and home phone number** of a contact person must be supplied to ensure the proofing process goes smoothly.

**COVER GUIDELINES FOR:**

Intermediate Planner, Primary Planner and/or Midsize Planner

6.75 X 8.25 inches (17.15 x 21 cm)



Document should be 6.75 x 8.25 (17.15 x 21 cm). There must be no content outside of the content area, therefore leaving a 0.25 inch (0.635 cm) white border around each edge.