

How to get your chapbook printed at Rock Bottom Prices

Go to your computer, use a simple word processing program like Note Pad, Word Pad, Microsoft Word or Publisher, set up a 5-1/2 inch by 8-1/2 inch page with at least a 3/8 inch margin all the way around, and start typing. Keep all your pages in 1 file, except the cover and back can be in a 2nd file if you want.

Type as many pages as you want to pay to have printed (refer to price list below for your cost) and remember that you must have multiples of 4 pages. Remember that the cover and back and the inside of both count as pages whether you want anything printed on them or not. Run your pages out on a printer and proof and correct them until you're sure they're just the way you want them.

If your printer quality is good and clean and black, we can print right from your sheets. If you don't think your printer quality is good enough, put your file on a disk or CD or email it to us and as long as you've used one of the programs mentioned above we can run them for you. (Even if you're sending an electronic file, also mail us a hard copy proof of your pages so we can compare them to what our computer prints.) *To get the lowest possible price, you must use 8-1/2 x 11 paper with 2, 5-1/2 x 8-1/2 pages printed on each in printer spreads. This is true whether you're sending us an electronic file of the pages or hard copy.* (ie: for a 40 page book, page 1 would be on right side, page 40 on left side of same sheet of paper; next sheet would have page 2 on left side, page 39 on right side, etc. etc. If you add the page numbers together on any sheet it will always equal one more than the actual number of pages in the book $40+1=41$, $2+39=41$, $38+3=41$.) If the pages are not done this way there will be a charge of \$1.00 per page of the book for us to cut and paste all the pages in the proper position.

We'll give you a proof of the book in about a week so you can make sure everything looks right. But remember, you're supposed to make sure everything's right before we get it for these prices. If we have to start making changes now, it's going to cost something.

Don't put borders around your pages and don't put any graphics or pictures on them. If you want features like this they will cost more.

If you have any questions about the program you're using or anything else call us, talk is cheap (free). There's no point in spending the time doing this and finding out it doesn't work for some strange reason.

If you've followed the instructions above, then you will pay nothing for typesetting and page formatting and your prices are as follows for an...

Excellent Quality Rock Bottom Priced Chapbook

Number of book printed	50	100	150	200	250	300	350
Number of pages including cover							
20	\$ 63	\$ 94	\$125	\$156	\$188	\$219	\$250
40	\$113	\$169	\$225	\$281	\$338	\$394	\$450
60	\$185	\$250	\$313	\$413	\$494	\$575	\$656
80	\$225	\$313	\$438	\$547	\$650	\$756	\$863

Remember, add \$1.00 per page if your book is not set up in printer spreads.

These books are printed on a good quality bright white 60 lb. stock with an 80 lb white cover. All printing is in black, including the cover. Books are saddled stitched (stapled).

You may add other features if you wish, such as color covers, color or B/W graphics inside, perfect binding, colored paper, etc., but expect to pay more. See pricing on back page for these options.

Chapbooks for those who need someone to do everything for them...at prices as reasonable as we can make them, but you must realize we're not doing this just for fun, we have to make a living at it.

(I know that's a run-on sentence, but I'm just the printer - you're the writer.)

Pack up your typewritten pages and bring them or mail them to us. It's always nice to meet in person and discuss the project and clear up any questions at your end or ours. We don't charge anything for conversation, even if you're here for 2 hours (but bear in mind, we do have other customers, so come organized with your questions in mind, and let us know when you're coming). Don't bring us handwritten pages, life is too short to go through that kind of torture.

We generally type books in 11 point type (you're reading 11 pt type now) with 1 pt leading (this is 1/2 pt leading to get everything to fit). If necessary we will reduce type to 10 pt (even though you'll get more words on a page and we'll actually be typing more, we won't charge you more). The page to your left for the computer savvy people is done in 10 pt with 1 pt leading.

In 11 pt type you will get around 450 words on a page of prose but that can certainly vary. If you have short paragraphs or quotations you'll get fewer words because there will probably be a lot of white space at the end of some of them. A title in 18 pt on a page and a little white space around it probably takes up the space of 30 to 40 words too.

If your pages are poetry, you'll get about 40 lines on a page and a line will contain an average of about 12 words. Of course deep indents on some lines, extra returns between stanzas, and other design elements of poetry can really reduce what fits on one page.

After we do all the typing and set up the pages in book format, we will give you a proof to go through that will look pretty much like your final book, only copied instead of printed. We proof our own work, but we're not perfect. You need to proof it carefully too. We will correct any typos and make any small changes you decide on at no charge, but if you start moving whole pages and taking out poems to put in other ones, it will cost you more. So when you bring us your manuscript make sure it contains what you want and it's in the order you want it.

After making corrections, we'll give you another proof if necessary, but we don't expect you to make more changes, just to make sure we got everything right.

At this point, depending on how many pages your book is and how fast you've done your proofreading, we're probably 2 to 3 weeks into this project - just so you know.

Now it's time to go to press. And it's time to turn the page.

Prices for Chapbooks including typesetting and page formatting

Bear in mind these prices are still for stapled books (see Perfect Binding, below table), not perfect bound, with no added frills like graphics inside or a full color cover.

Number of book printed	50	100	150	200	250	300	350	
Number of pages including cover	20	\$ 250	\$ 275	\$ 300	\$ 325	\$ 350	\$ 375	\$ 400
	40	\$ 490	\$ 535	\$ 580	\$ 625	\$ 670	\$ 715	\$ 760
	60	\$ 735	\$ 800	\$ 865	\$ 930	\$ 995	\$1060	\$1125
	80	\$ 980	\$1065	\$1150	\$1235	\$1320	\$1405	\$1490
	100	\$1225	\$1330	\$1425	\$1540	\$1645	\$1750	\$1855

But I want a Lexus, not a Kia!

OK. Let's add a **Full Color Cover**. If you've designed it and we just have to print it from your computer file, add **\$1.00 per book**.

If we are going to design it, add another \$20 to \$200. It all depends on how much help you give us and how complex you get.

You just want a **Color Ink on the Cover**. Add **\$30 to \$50 per color** no matter what quantity of books, depending on design and color you choose.

Black & White Pictures and Graphics inside. Add **\$1.00 to \$2.00 per item**. It depends again on what you give us and placement, etc. etc.

Color Pictures and Graphics Inside. Add **\$0.40 per page with color, times the number of books printed**. (One color picture on one page for a run of 200 books is $.40 \times 200 = \$80.00$)

Perfect Binding (flat, glued spine). You must perfect bind books over 80 pages, they're simply too thick to staple properly. You'll probably want to perfect bind books over 60 pages, because they just won't want to lay flat if they're stapled. With perfect binding you get title info printed on spine (makes your book look very professional). Cost **\$1.15 to \$1.30 per book, plus a \$25.00 set up fee**.

Time Frame. As indicated on previous page we're about 2 to 3 weeks in by the time we're ready to print. It will take 1 or 2 weeks to print book, depending on how big it is and whether or not it's perfect bound.

The all important **Payment Terms**:

50% of estimated price of book is due at time copy is submitted.

Balance of price is due when we are ready to begin printing.

ISBN Numbers/Bar Codes. We can obtain an ISBN Number for you. For the 2007 RWG Chapbook Contest, ISBN numbers are free for the first 10 entries. We can obtain a bar code for you for a cost of \$35.00.

All prices subject to change. The cost of paper and other supplies never stops going up.