

How do I submit my book to Self Publishing, Inc. for printing?

STEP 1 - For Confirmed Quotes less than 30 days old

If your Confirmed Quote is less than 30 days old, you can retrieve your estimate from your e-mail or by going to the “Production Center” at the bottom of our home page. Enter your Quote ID number and your email address in the fields provided, and click on “Retrieve Quote”. (Your Quote ID number is found just above the title of your book at the top of the Confirmed Quote page.) When your quote appears on the screen, go to Step 2.

Retrieve Your Confirmed Quote

Your Quote ID

Your Email Address

For Confirmed Quotes older than 30 days or when the Quote ID number is unknown, go to www.selfpublishing.com and submit the desired specifications in the “Printer Pricing” section. When you have generated the quote you desire to order, click the “Create Firm Quote” button at the bottom, right corner of the screen and confirm your contact information. Your Confirmed Quote will appear on the screen and be sent to you by e-mail. Go Step 2.

Single Color Printer Pricing

Single Color Text - Novels, Self-help, Poetry....
100 - 10,000 Copies



1.) Single Color Instant Quote
Select Trim Size


Full Color Book Printer Pricing


Full Color Text - Children's, Cookbooks, Gift...
25 - 10,000 Copies



1.) Full Color Instant Quote
Select Trim Size

Digital Printing - Instant Price		
Unit Cost:	\$7.26	This instant price is for reference only and can not be honored by Selfpublishing.com/RJ Communications unless it is turned into a Firm Quote.
Total Cost:	\$725.78	
Printing Type:	Digital	There is an additional \$100 administrative fee on all print orders.


Revise Price
DIFFERENT TRIM SIZE

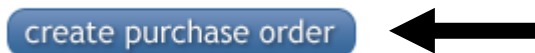

Create Firm Quote
FROM THIS PRICE

Step 2 - Create Purchase Order

Click the “Create Purchase Order” button, toward the top of the page.

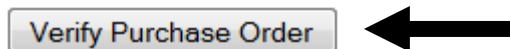


If you retrieve your Confirmed Quote from your e-mail, the button looks like this:

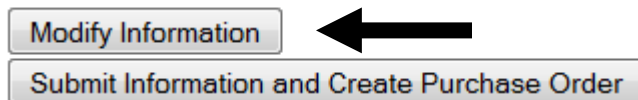


This will take you to a screen where you can confirm or edit your contact information and shipping address. You’ll confirm your order specifications, (1) provide any additional general address information, (2) provide your ISBN for the title to be printed, (3) note any special comments*, (4) indicate a desired delivery date—particularly if you have an event or commitment to honor, (5) note the shipping address where you want to receive the printed proof of your book, and finally, (6) provide the final shipping address where the books will be sent. Click the “Verify Purchase Order” button.

***SPECIAL NOTE:** The comments field is precisely where you should include important information from a previous conversation or email that relates to your book’s production. If you are placing an offset order for a full-color book, be sure to indicate a PMS color for your endpapers, or attach a swatch you want us to match (or tell us that you want to match a particular color in your artwork) and we will select the closest PMS color for you.



Review the Purchase Order information for errors. It is very important that this information is correct. Murphy’s Law tells us that if this information is incorrect at this stage, this is exactly where your final books will end up, no matter how many times you try to correct it later. Take a couple of minutes to make sure that all information is correct. If it is incorrect, click on the button that says “Modify Information” at the bottom of the form.



Your contact screen will reappear. Make corrections and click on the button that says “Verify Purchase Order “. If everything is correct, click the “Submit Information and Create Purchase Order” button.



You’ll see a screen that reads:

Your order is almost complete!

Important information, necessary to complete your order, has been emailed to you. It should arrive in your inbox within the next couple of minutes. Follow the instructions in that email for submitting your completed order to Self Publishing. No work will start on your project until this is done. We look forward to receiving your paperwork and files soon.

Thank You!

PS: If you do not receive the info we sent via email, please check your junk mail or spam folder first. Most of our communications with you will be via email so you will need to add us to your safe sender list. If you still don't see the confirming email, contact us at customerservice@selfpublishing.com and someone will get back to you.

Read the accompanying information and proceed to Step 3.

Step 3 – Print Out and Complete Purchase Order

Once you’ve submitted your information to create the Purchase Order, we’ll e-mail it to the address you’ve provided as an attachment. It will be accompanied by a Submission Checklist form. These two items are sent as .pdf files that need to be printed out on your printer. If you do not have a PDF viewer you can download a free copy here:



Print out a copy of your Purchase Order and sign it. Print a second copy for your records.

Signed By

Date

Proceed to Step 4.

Step 4 - Print Out and Complete the Submission Checklist

Print out a copy of the Submission Checklist from the e-mailed link, our Web site's Production Center, or [here](#).

1. Tell us who prepared the print-ready files that you're providing.
2. Tell us how to respond to any errors discovered during pre-flight (pre-printing).
3. Tell us about the text and cover/casewrap/jacket files.
4. Indicate that you've read the [Printing Trade Customs](#) & [Pre-Press Requirements/Trade](#).

It is important to know and understand the "rules" under which your book will be produced. The main thing that you need to understand is that printing is not an exact science. There may be some quality fluctuation throughout your press run. If you are not prepared to accept this you might want to save your money and go see a movie or something. Publishing may not be for you. Most of the customs are common sense things that most people intuitively know. The one point that causes a little confusion is the overs/unders clause. Buying books is not like buying a can of soda from a soda machine. All efforts are made to deliver the exact quantity ordered but production variables make it necessary to have a +/- 5% variable. This means if you order 1000 books, you might receive 950 or you might receive 1050. If overs are delivered, you will be charged. If you are short, you will be credited for the shortage. The third item is that you have read the prepress requirements posted at the website. Trouble-free files will be your best bet for having trouble-free production of your book.

5. Indicate method of payment and provide credit card information.

The terms of payment on all printing projects are 50% of the Purchase Order price with the job, balance of the Purchase Order amount with the return of proofs and the final payment (adjustments for overs/unders, corrections, and freight) before shipment of the completed books. Payment can be made by cash, check or credit card. If you plan to charge either part of your balance, you will need to fill out and sign the Credit Card Authorization Form. The address that you give us for the credit card must match the address where you receive your credit card statement. If you are going to make your last two payments by check, certified checks are required. A regular uncertified check is OK for the first payment. In the unfortunate event of a check being returned by your bank for insufficient funds, you will be charged any fees that are charged by our bank (minimum \$35).

6. If you're a New York state resident, fill out the [NY State Resale Number Application](#) and prepare to send that to us with your Purchase Order and Submission Checklist.

If you are not from New York, you do not need to worry about filling out a New York resale certificate (and it would not have been emailed to you). If you are located in New York, you will need to fill in a resale certificate or else we will need to charge you sales tax. It does not cost you anything to get a resale certificate, and that form to send in to NYS is at our website (and linked above). If you have not yet applied for this, indicate your social security number or Federal ID number on the form. Where most of you will be selling books through a distributor, you will not need to collect tax either. The final consumer is the one who pays the sales tax. If you have any questions, ask the person who prepares your regular taxes.

Step 7 - Your Completed Package to Self Publishing, Inc.

Once you have completed the above steps and filled out the Purchase Order and Submission Checklist (and NY State Resale Application if applicable), fax them to us at 212-681-8002. Once we've received your fax, your job jacket will be opened and you'll receive additional instructions on getting your files to us.

You have the option of sending your forms to us by mail. You may include your files on disk or flash drive with the completed forms. Mail them in a secure package to:

Self Publishing, Inc.
Attn: Jacki Lynch
51 East 42nd Street, Suite 1202
New York, NY 10017

