

Advisers tell us—“I get so much mail from Jostens I never know what’s important.”

Of all the stuff you get from Jostens

This is important!

We fully realize that you get a ton of stuff each month from the plant.

So it can be hard to decide what is important and what isn’t. Look over to your right. This is your Yearbook Specifications form and it is—IMPORTANT!

This tells the entire story of your book. To show you what you need to be aware of when you get it, we want to take you on a tour of this all-important form.

Make sure to read it.

You must take the time to at least check this form every time you get one. They are printed in blue and black on white paper and you only get a new one if we have made changes to your book. This means a new copy is generated when we receive your cover, your endsheets, your final quantity of books, any pages you have sent or changes you have ordered. Any of these things that you do or that I do as your rep will generate this form.

Start at the top on the left.

Now that we have convinced you to read the form, here’s what to look for.

1 Identity
Make sure it is your Spec Sheet. I know this sounds crazy but these sheets tend to stick together and you may have another school’s spec sheet. Also check to see if the all the pertinent info is correct.

2 Number of pages/books
Check this box to make sure we have the total number of pages for your book. At the start of the year there will be no X in the grey box next to these two items. Once we have proofed and created your cover these numbers will become final. After you see the X in that box, it may cost extra to add or subtract more than 16 pages as your cover is probably already made.

Directly below the number of pages box are four boxes that describe your pages. They indicate the number of pages with school copy, Jostens divider pages, autograph pages and blanks. If you are having an autograph section, that will appear below those boxes.

Below the quantity of books box you will see the number of pages that you will be getting proofs on.

3 Color specs
In this area you should check your color pages. They will be listed by multiple with the date they were received on the left. Since color is priced by when it was received, if these dates seem wrong, please let me know the next time I see you. If you have not sent in any color pages, this area will be blank

4 Personalization
This area tells you how many personalized books you have ordered. Standard indicates one line of personalization, deluxe is two and the final line is for those who have ordered icons.

5 Endsheets
This section gives you your endsheet colors, the ink colors we are printing the endsheets with (if you are having printed endsheets) and what type of design you are using.

6 Deadline and Shipping Schedules
This section will show your deadlines in the left hand column and the pages you have submitted in the right hand column. Of course your job is to make sure the two match or that the right hand side is ahead of the left. Also, make sure to check the Contract Completion Date as that is the day your book will ship if you have met all your deadlines.

7 Deposits received
This section is very self-explanatory. If we have your money, it will show here.

8 Cover Specification
In this box you will find all the info about your cover. Please check it to make sure it is correct. This includes the materials, applications, title, lamination, the day it was received and more.

9 Special instructions
This box shows any special items that may be in your yearbook. In the case of this example, this school has a tip-in being inserted after page 112.

JOSTENS

YEARBOOK SPECIFICATIONS

This is a copy of the specifications that are being used to produce your yearbook. When revisions are made to any of these specifications you will be issued a new sheet numbered in ascending order and an asterisk (*) will be placed beside the item(s) changed. IF YOU FIND A MISTAKE IN YOUR SPECIFICATIONS, PLEASE NOTIFY US IMMEDIATELY.

VISALIA

CURRENT DATE 03/08/00 REVISION NUMBER 4 NUMBER OF PAGES 31 PRODUCTION NUMBER 31

JOB NUMBER 00000 FOR THE 00 YEARBOOK Your phone number 15

RESPOND WITH Your name-Adviser **1**
Your School
Your Address
Your City, Your State, Your Zip

PRINTING SPECIFICATIONS: PROGRAM **CUSTOM**

TRIM SIZE **B 1/2 X 11** BINDING **SEWED** ROUND & BACK INCHOR HEADSHOES

KIND OF PAPER 1. GL 80# 191 2. 3. NO. OF PAGES 128 X 550 X

NO. OF COPIES 121 7 * QTY PROOFS OMNI 89

AUTO DESIGN # 1

DEADLINE SCHEDULE AND SHIPPING: IF SHIPMENTS ARE RECEIVED BY THE COMPANY ON OR BEFORE THE FOLLOWING DATES, YOUR COMPLETED BOOKS WILL BE SHIPPED AS PER OUR CONTRACT AGREEMENT. LATE PAGE RECEIPT MAY REQUIRE RESCHEDULED PROOFS AND/OR A DELAY IN THE SHIPMENT OF THE YEARBOOK. IF YOU ARE USING COLOR, PLEASE CONTACT YOUR SALES REPRESENTATIVE FOR SPECIFIC INFORMATION REGARDING COLOR DEADLINES.

TYPE SCHEDULE: **DPS**

DATES	PAGES DUE	PAGES		DATES	PAGES RECEIVED
11/29/99	28 PRF	-1-		11/29/99	32
01/03/00	30 PRF	-2-		01/18/00	30
01/24/00	26 PRF	-3-		02/07/00	27
		-4-			
		-5-			
		-6-			
02/21/00	28 PRF				
			FINAL COPY REC'D.	03/07/00	39

CONTRACT COMPLETION DATE 05/15/00 MORE THAN 4 BATCHES OF PAGES REC'D. ADDITIONAL HAS BEEN ADDED TO 8TH

SCHEDULED COMPLETION DATE 05/15/00

DELIVERED AS **SPRING DELIVERY**

SPECIFICATIONS ARE DUE BY THE FOLLOWING DATES:

DUE DATE	TYPE SPEC	PRINTING/COVER SPEC	SPECIAL DESIGN REQUEST COPY
11/01/99	1ST CPY	11/01/99	11/01/99
04/01/99	YES	YES	12/15/99

DEPOSITS RECEIVED TO DATE:

DATE	AMOUNT	
10/25/99	5,000.00	
02/22/00	5,000.00	

COLOR SPECS: BASE INK COLOR IS BLACK

WALL #	# FRAMES	TYPE C PAGES	COLOR #1	COLOR #2	COLOR #3	COLOR #4	COLOR 1,2,3,4	NO. OR B/L	OR DATE	COLOR RECEIPT DATE
01	8	8						4	11/29/99	
02	8	8							11/29/99	
03	8	8						20	11/29/99	
04	8	8						20	11/29/99	

PERSONALIZED COPIES, STANDARD, 97

PERSONALIZED COPIES, DELUXE, 36 **4**

PERSONALIZED COPIES, ICONS, 62

COVER SPECIFICATIONS: CVR PROOF

KIND OF COVERS **LITHO PICT CST** TRIM SIZE **B 1/2 X 11**

TITLE **MISSION 2000**

WATERMARK COLOR NO. 1 **SPEC LITHO 470** COVER DIE INFO.

WATERMARK COLOR NO. 2 **GRAIN** OVERTONE

APPLICATION NO. 1 **BLACK 395** MATTE LAM

APPLICATION NO. 2 **RED FOIL 384**

APPLICATION NO. 3 **FIRE RED 185**

APPLICATION NO. 4

HOT-FOIL DES ON LID BOTH

LITHO FOIL DESIGN

CDV ART SCHOOL TOT FOIL 1

ART RECD 12/15/99

COPES	STIFF	PADDED	SOFT	PAPER
	550			
DISTANCE BETWEEN BOARDS	1 1/8		PLASTIC JUMP JACKETS	
SIZE PAPER LAYER	3/8		TARD AUTOGRAPH	QTY # PG
SIZE BACKING			NAME VLT RECEIVED	01/12/00
BOARD HEIGHT	120		NAME STAMPING COLOR	RD FO 384
QUANTITY NAMES	133		QUANTITY NAME LINE	169

ENDSHEET SPECIFICATIONS:

FRONT LIGHT BEIGE 468 1st COLOR BLACK 395 **5**

BACK LIGHT BEIGE 468 2nd COLOR BLACK 395

SPECIAL DESIGN **YES-1** SAME OR DIFFERENT FRONT & BACK **SAME** PRINT ON B AND/OR E

E/S PROOF

SPECIAL INSTRUCTIONS: **9**

TIC-PG112