

School Handbooks



- Your handbook cover will be printed on a high quality coated paper stock
- Outside cover printed in your choice of standard colors, or full color (on white cover).
- Photographs or line art images can be incorporated into your handbook to enhance its appearance.
- Area Sales Representatives are available by phone, e-mail, or in person to assist you.

**PROGRAMS, YEARBOOKS,
MEMBERSHIP DIRECTORIES,
TOWN REPORTS and more...**

It's as easy as 1 – 2 – 3!

- 1. Send us your photograph and handbook pages.**
- 2. Create and send your cover design.**
- 3. Your handbook will be printed and shipped in 4-6 weeks!**

Our school handbooks give your school the professional image it deserves!



GORDON BERNARD COMPANY, LLC

22 Whitney Drive, Milford, OH 45150

Phone: 1.800.531.1484 • Fax: 513.248.7606

Email: info@gordonbernard.com • www.gordonbernard.com

Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m. Eastern Time

School Handbooks

are available in two sizes:

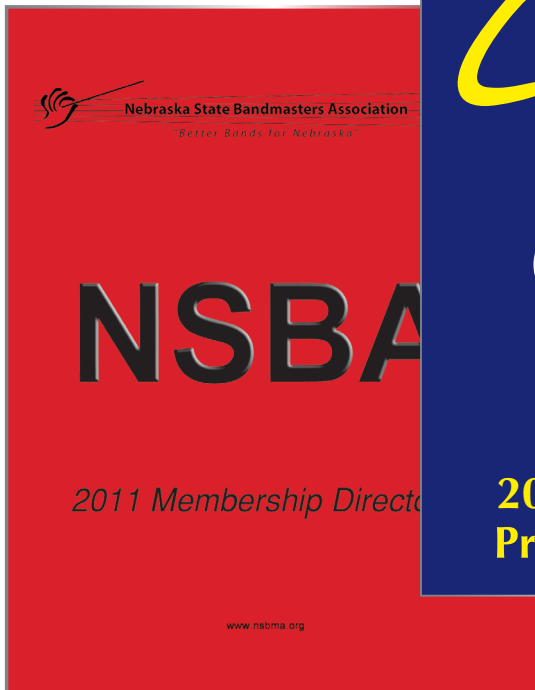
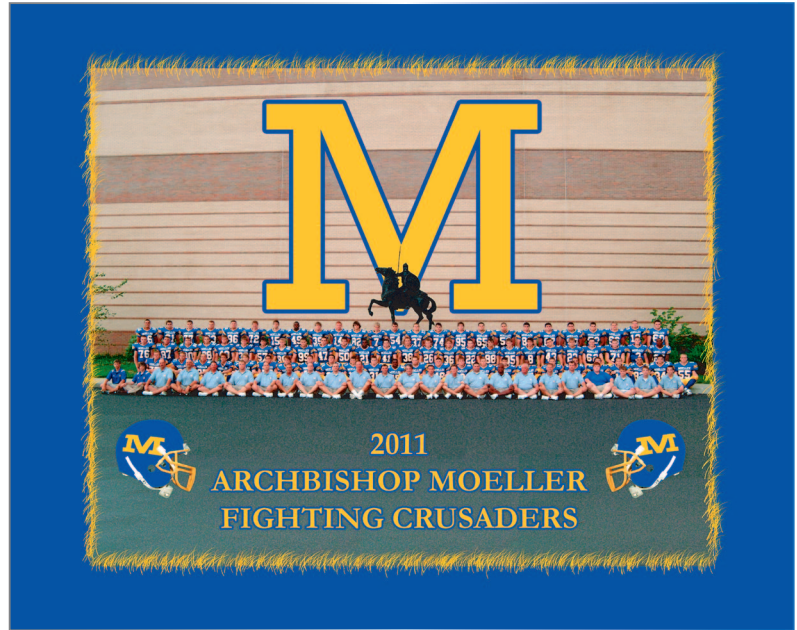
- 8 1/2" X 5 1/2"
- 8 1/2" X 11"

NORTH WAYNE CUSD #200

Mt. Erie Elementary School
Johnsonville Elementary School



Parent & Student Handbook
2001-2012



Community Birthday Calendar® • Fire Safety Calendar
School Activities Calendar • Pictorial Calendar
School Handbooks • Assignment Keepers
Pocket Planners

| Quantity | 8 1/2" x 5 1/2" Size Base Price 48-64 pages (12-16 sheets) | Add/Delete Per Sheet* (If less than 48 or more than 64 pages) | 8 1/2" x 11" Size Base Price 48-64 pages (12-16 sheets) | Add/Delete Per Sheet* (If less than 48 or more than 64 pages) |
|----------|---|--|--|--|
| 100 | \$4.05 | \$.26 | \$4.42 | \$.28 |
| 200 | \$2.56 | \$.16 | \$2.93 | \$.18 |
| 300 | \$2.18 | \$.13 | \$2.54 | \$.15 |
| 400 | \$1.93 | \$.115 | \$2.24 | \$.13 |
| 500 | \$1.78 | \$.11 | \$2.10 | \$.12 |
| 600 | \$1.70 | \$.10 | \$2.00 | \$.11 |
| 700 | \$1.62 | \$.09 | \$1.93 | \$.105 |
| 800 | \$1.56 | \$.085 | \$1.88 | \$.10 |
| 900 | \$1.51 | \$.08 | \$1.87 | \$.095 |
| 1000 | \$1.48 | \$.075 | \$1.84 | \$.09 |
| 1500 | \$1.40 | \$.07 | \$1.76 | \$.085 |
| 2000 | \$1.35 | \$.065 | \$1.71 | \$.08 |

Over 2500 • Call for a quote

*One Sheet equals 4 pages

ALL COPY AND ART FOR ENTIRE HANDBOOK MUST BE SUBMITTED WITH ORDER

- **Not interested in technical printing terms? Simply send in your printed document, and we will use your printout as camera ready artwork. If applicable, we will reduce your 8 1/2" x 11" pages to the 8 1/2" x 5 1/2" Handbook format. Be sure to send the digital file as well.**
- For the best quality printing, we prefer PDF files which must have ALL fonts and artwork embedded or Quark Xpress or InDesign files with all font and artwork support files.
- You may submit a Publisher file by using File/Pack and Go/Take to Commercial Printing Service.

Handbooks are printed in 4 page multiples. One SHEET of paper equals 4 PAGES of print.

BASE PRICES ARE FOR HANDBOOKS HAVING 48-64 PAGES (12 to 16 SHEETS.) If your handbook has more (or less) pages than this, take the number in the second column (add/delete per sheet), times the number of sheets (1-4 pages), times the number of books, and add (or subtract) this total from the base price. **DO NOT INCLUDE THE COVER IN CALCULATING THE NUMBER OF SHEETS (pages). SEE EXAMPLES BELOW.**

Prices include the printing of your customized cover (inside & outside), including logo scans, on 10 point stock coated one side (other paper stocks available at an additional cost). The outside cover can be printed in your choice of our stock colors or full color. The inside cover and contents are printed in black ink only.

Prices effective 10/2010. (Includes Shipping)

Example #1 – 300 handbooks measuring 8 1/2" x 5 1/2" with 16 pages (4 sheets) plus cover.

Base price for 300 is \$2.18 each or \$654.00.

Example above has 16 pages (4 sheets) and base price includes 48 pages (12 sheets). EXAMPLE HAS 8 LESS SHEETS.

$8 \times .13$ (price per sheet @ 300) = $\$1.04 \times 300$ (handbooks) = $\$312.00$. $\$654.00$ minus $\$312.00$ = $\$342.00$.

Total cost for this handbook with 16 pages plus cover is \$342.00.

Example #2 – 500 handbooks measuring 8 1/2" x 11" with 72 pages (18 sheets) plus cover.

Base price for 500 is \$2.10 each or \$1,050.00.

Example above has 72 pages (18 sheets) and base price includes 64 pages (16 sheets). EXAMPLE HAS 2 MORE SHEETS.

$2 \times .12$ (price per sheet @ 500) = $.24 \times 500$ (handbooks) = $\$120.00$. $\$1,050.00$ plus $\$120.00$ = $\$1,170.00$.

Total cost for this handbook with 72 pages plus cover is \$1,170.00.

QUESTIONS on pricing...Contact your local sales representative or call us at 1.800.531.1484

Order Form

School Handbooks

P O# _____ Date _____

Your Name _____

Organization Name _____

Home Phone (_____) _____ Fax (_____) _____

Work Phone (_____) _____ E Mail _____

Cell Phone (_____) _____

MAIL Confirmation to: _____ Deliver by: _____ (4-6 weeks delivery time)

Name _____

Street _____

City _____ State _____ Zip Code _____

SHIP School Handbooks to: (If different from mail to address)

Name _____

Street _____

City _____ State _____ Zip Code _____

WE ARE ORDERING: **8 1/2" X 5 1/2" Finished Size** **8 1/2" X 11" Finished Size**

(Please submit copy on a disk and as hard copy printed one side)

Simply send us your printed pages along with the same information on a CD. The printed pages must include all copy, logos, pictures, etc. as your Handbook pages will be reproduced exactly as submitted. Also, you have MANY color options for your outside cover. From a color picture to a school logo, and from one color to multicolor – the CHOICE is YOURS! Please provide us a copy of your cover design and indicate what colors are to be used (outside cover can be multicolor; inside cover is black & white only). Unless otherwise indicated, covers will be printed on white stock.



| Total Number of Handbooks | Base Price | Price Adjustment For More/Less Sheets | TOTAL |
|---------------------------|------------|---------------------------------------|-------|
| | \$ | \$ | \$ |

Check, money order, or school purchase order, made payable to the GORDON BERNARD CO., LLC must accompany your order.

With this order form, PLEASE ENCLOSE YOUR PAYMENT (or school purchase order), HANDBOOK PAGES, ART WORK & LAYOUT (for inside & outside covers). Please remember to send a CD with your information, too.

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