

Experience the next  
chapter in book manufacturing.



Welcome Guide

# Welcome!

This guide offers information regarding how to manage your journey to see your books in print. It provides a road map about our process as well as helpful tips. Please use this as a resource to start your print partnership with Total Printing Systems.



# Total Printing Systems

is a digital book manufacturer offering single to full color on covers and interiors in all bind styles. Our niche is short-run book printing using the latest digital technology. All binding is done in-house and we specialize in **SHORT RUN CASE BINDING.**

## Capabilities/Services:

- Digital Short Runs
- 1 to 4 Color Interiors
- Inkjet Presses (Textbook Quality)
- Toner Presses (Coffee-table Quality)
- Print-On-Demand
- Warehousing
- Ship-On-Demand Fulfillment
- Web-Based Inventory Mgt.
- eBook Conversion
- Instant Quote Pricing Tool
- Distribution

## Complete In-House Bindery:

- Case Bound  
(Adhesive or Side Sewn)
- Mechanical Bound  
(Spiral/Wire-O/Comb)
- Perfect Bound
- Saddle Stitch
- Lay-flat
- 3-hole drill
- PUR binding
- Loose leaf

## Finishing:

- Foil Stamping
- Embossing
- Gloss or Matte Lamination
- Clear Toner
- Scodix SENSE™ Variable Density Spot UV

# Our Process

**Congratulations! You're ready to see your book in print.  
Whether you are a self-publisher, author, small press,  
experienced publisher, or anyone else who needs  
book printing services... we want to help!  
Below we have outlined  
our process.**

## Communication.

We want to learn about your project. Please connect with an account representative via the contact information listed on the inside back cover of this guide. We will happily offer guidance regarding materials, cover treatments, printing options, etc. The questions below will give you an idea of the information we will gather in order to provide an accurate estimate.

- What is the title of your book?
- How many total pages are in the interior? How many of those are color pages?
- What is the finished size (trim size)?
- What type of binding would you like? (Go to [www.tps1.com/our-focus/printing-books/](http://www.tps1.com/our-focus/printing-books/) to view various bind styles.)
- Photos and/or illustrations?
- Quality? Do you require coffee-table (sheetfed toner) or textbook (inkjet web)?
- What type of paper would you like? (Go to [www.tps1.com/paper-stocks/](http://www.tps1.com/paper-stocks/) to view a list of our interior paper stocks.)
- What type of cover/jacket stock? (Go to [www.tps1.com/our-focus/covers/](http://www.tps1.com/our-focus/covers/) to view a list of our cover stocks.)
- How many colors are used on the cover or jacket?
- What type of cover coating? We offer gloss lamination, matte lamination, and clear toner.
- Hard copy proofs or PDF soft proofs? **Hard copy proofs are highly recommended for first printings.**
- Do you have any special packaging or shipping requirements such as shrink-wrapping? Is there a size or weight limitation for your cartons?
- Please describe any additional items... Cover treatments/finishing? Colored endsheets? Perforation? Misc.?
- How many books would you like printed? Provide multiple quantities to see how the unit price is affected.

With the questions above in mind, it's time to get a quote via a representative. If you are sure about the specifications, try our Instant Quote generator at [www.tps1.com](http://www.tps1.com). Please be prepared to provide your contact information.

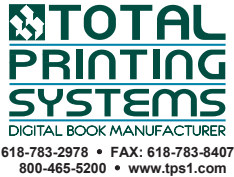
## An estimate is prepared and you may place an order.

An estimate will be emailed to you (see example on the next page). Feel free to contact us with any questions or adjustments. Once you are satisfied, we can get the ball rolling.

- Upon request, a representative will send you a cover and/or jacket template. The size of the spine of your book is based on the number of pages and paper stock you chose. Please be sure your file matches the template dimensions (see details on pages 4 & 5 of this guide).
- Now is the time to do final proofreading, if you haven't already, as changes made after initial proofs will incur additional charges and delays. When your final files are ready, upload one pdf of the interior & one pdf of the cover and/or jacket at this link: <https://totalprintingsystems.wetransfer.com/>
- Submit an order to your account representative by accepting the estimate or sending a purchase order. Feel free to discuss setting up terms by filling out a credit application. (Go to [www.tps1.com/forms/](http://www.tps1.com/forms/) to download a credit app.)
- Please include shipping and packaging requirements with your order.
- If payment terms have not been established, we require a 50% deposit on your order prior to beginning the process. Contact the accounting department at 800-465-5200. We accept all major credit cards and checks too.



A customer service rep will be assigned and will process your order. That CSR will become your main contact and will be able to give you the most up to date and accurate information as your project progresses. Your CSR will contact you for additional details such as confirming shipping info., timing, overs, etc. Please make your CSR aware of any specific in-hand date. The files will be moved to prepress to be preflighted. If the files pass inspection, press proofs of the interior as well as the cover and/or jacket will be produced on the same press and using the same materials on which the full book run will be printed. This ensures that there will be no differences between the proofs you approve and the final printed piece. Proofs are not bound or laminated to save time and money. Allow 2-3 days for proofing, and remember the length of time you hold and review the proof does affect your final delivery date. Please offer approval in a timely manner and return the proofs so our production team may reference as needed throughout the production process. Speak with your account representative or customer service rep for projected production and transit times.



Sales Rep: To Be Assigned  
 CSR: To Be Assigned  
 Estimated By: To Be Assigned

**Estimate Date: 0/00/0000**  
**Estimate Number: 000000**

**Attn: Your Name**  
**Company Name**  
**Street address**  
**City, State Zip Code**

**Phone: 000-000-0000**  
**Fax: 000-000-0000**  
**Email: Your@emailaddress.com**  
**Terms: 50# Adv / Bal Prior (or terms based on your credit application)**

**We are pleased to submit our proposal on the following opportunity:**

**Title**  
 Number of Pages: 252  
 Final Trim Size: 5.5x8.5  
 Bind Style: Perfect Bound - EVA  
 Text Furn. Material: Print ready .pdf file suitable for digital printing  
 Text Proof: Press Proof  
 Text Stock: 60# White Opaque  
 Text Ink: black / black  
 Cover Furn. Material: Print ready .pdf file suitable for digital printing  
 Cover Proof: Press Proof  
 Cover Stock: 10pt C1S Cover  
 Cover Ink: 4CP/0 (4-0-0-4)  
 Cover Coating: Scuff Resistant Matte Layflat Lamination  
 Packaging: Bulk pack in standard cartons

	<b>Quantity:</b>	<b>250</b>	<b>500</b>	<b>750</b>
	<b>Price:</b>	<b>\$Total</b>	<b>\$Total</b>	<b>\$Total</b>
	<b>Price/Unit</b>	<b>\$Per Book</b>	<b>\$Per Book</b>	<b>\$Per Book</b>

**Shipping & Handling**

Add'l Freight Info: Delivery to zip code (please indicate dock or residential)

	<b>Quantity:</b>	<b>250</b>	<b>500</b>	<b>750</b>
	<b>Price:</b>	<b>\$Total delivery</b>	<b>\$Total delivery</b>	<b>\$Total delivery</b>
		<b>charge for 250 copies</b>	<b>charge for 500 copies</b>	<b>charge for 750 copies</b>

**Thank you for your consideration of our proposal. Do not hesitate to contact us with any questions, specification changes, or feedback. Your feedback enhances our ability to provide the best service possible to our customers.**

*The above pricing will be held for 30 days from the date of quotation. Acceptance of an order is subject to equipment availability and credit approval. Unless otherwise stated, this proposal is subject to acceptance of the standard printing trade customs, terms, and conditions as designated on a separate sheet to be provided upon request.*

- TPS does not guarantee against scuffing during transportation when using an aqueous, varnish, or clear coat finish.
- If multiple or native files are supplied, additional charges may apply.
- Split shipment fee: \$25 for 2 locations; \$8 per location thereafter.

**LIKE US!**

Facebook: [www.facebook.com/TotalPrintingSystems](http://www.facebook.com/TotalPrintingSystems)  
 Watch and Learn: <http://bit.ly/W6mrog>

**FOLLOW US!**

Twitter: @Total\_Printing  
 Pinterest: [www.pinterest.com/totalprinting/](http://www.pinterest.com/totalprinting/)

Above is an example showing the format of an estimate that you would receive via email when having your project quoted through an account representative and/or the estimating department. Please review all specifications/materials closely to be sure the estimate accurately reflects what you have requested for your specific project.

**It won't be long until you see your book in print!**

# Cover and Dust Jacket Templates

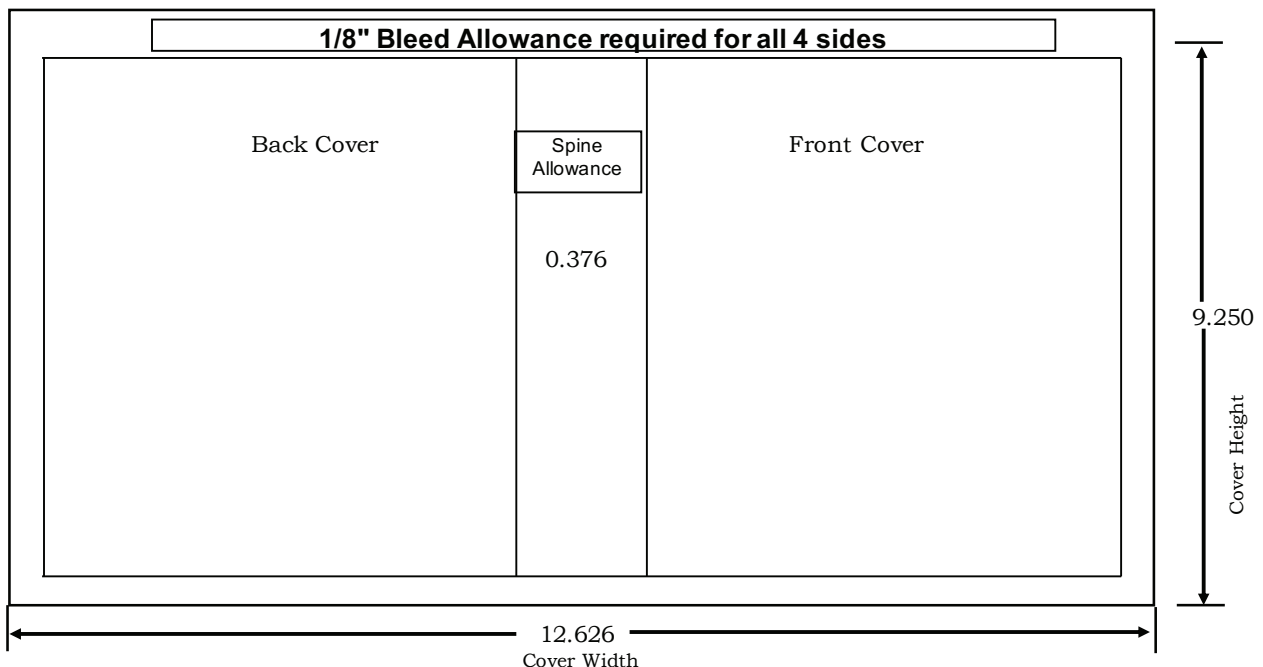
In order to ensure your cover and/or jacket fits properly, we will provide a template for your specific project. The spine bulk is based on the interior stock and page count.

The width and height are based on the final trim size. Your files must match the template.

Please review the templates for a perfect bound (aka paperback or soft cover), case bound (aka hard back or hard cover), and dust jacket. The examples shown are for a 6" x 9" trim with 160 pages and 60# White Opaque interior stock. The templates we provide will be unique to your project's specifications. Should any specifications change, a revised template and thus adjustments to your files are required.

## Perfect Bound Layout

<b>Customer:</b>	Your Name or Company Name		
<b>Job Title:</b>	Project Title		
<b>Job Number</b>	Job Number or Estimate Number		
<b>Book Style:</b>	Perfect Bind		
<b>Trim Size:</b>	6 x 9	<b>Flat size:</b>	
width:	6.000	width:	12.626
height:	9.000	length:	9.250
<b>Text Stock:</b>	60# Opaque	<b>Page Count:</b>	160
		<b>Spine Allowance:</b>	0.376



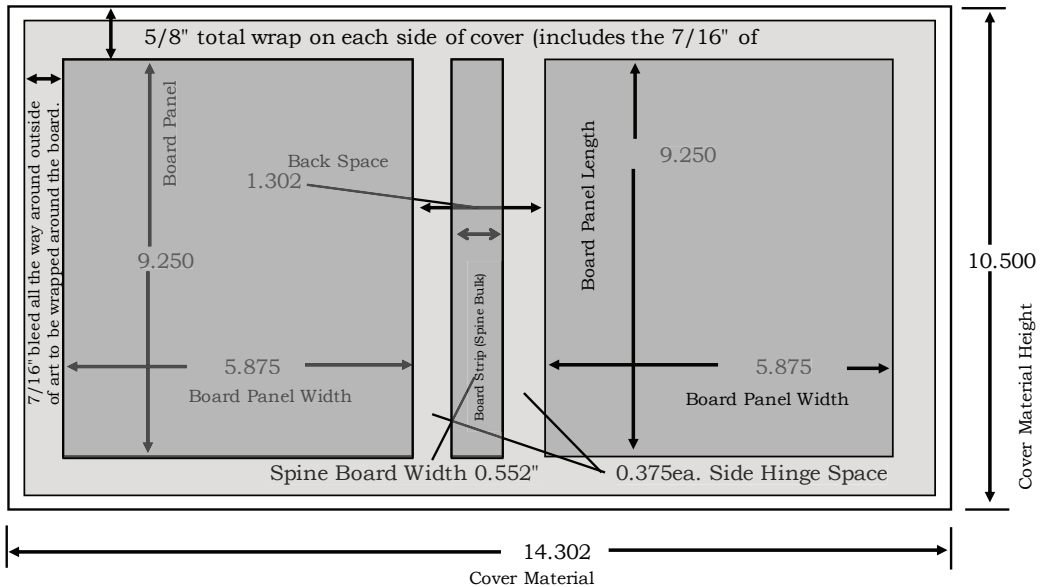
\*\*All Measurements are in inches. \*\*Grain must run parallel to binding edge.

## Adhesive Case Bound Cover Layout

**Customer:** Your Name or Company Name  
**Job Title:** Project Title  
**Page Count:** 160  
**Book Style:** Adhesive Case Bound  
**Trim Size:** 6 x 9  
 width: 6.000  
 height: 9.000  
**Board Strip:** 0.552  
**Hinge Space:** 0.375

**Job Number:** Job Number or Estimate Number  
**Text Stock:** 60# Opaque  
**Board Panels:**  
 width: 5.875  
 length: 9.250  
**Back Space:** 1.302  
**Cover Material:**  
 width: 14.302  
 length: 10.500

**Board Caliper:** 88 pt  
**Bulk of Text+Boards:** 0.552  
**One Piece Board:**  
 width: 12.302  
 length: 9.250

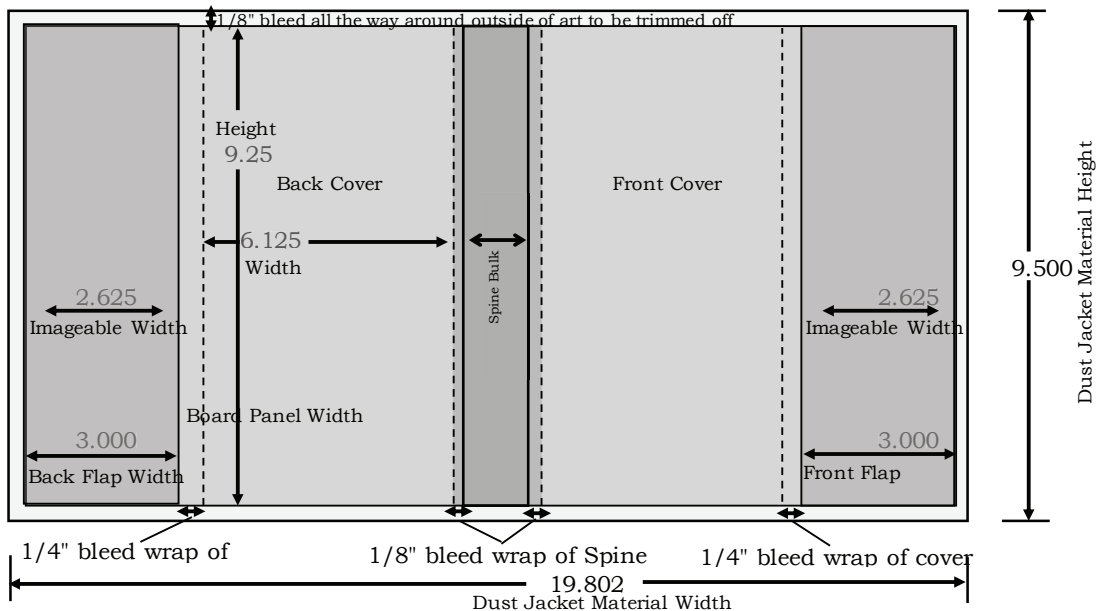


\*\*All Measurements are in inches. \*\*Grain must run parallel to binding edge.

## Adhesive Case Bound Dust Jacket Layout

**Customer:** Your Name or Company Name  
**Job Title:** Project Title  
**Job Number:** Job Number or Estimate Number  
**Text Stock:** 60# Opaque  
**Page Count:** 160

**Book Style:** Adhesive Case Bound  
**Trim Size:** 6 x 9  
**Cover Flap** 3.00 inches  
**Width:** 3.00 inches



\*\*All Measurements are in inches. \*\*Grain must run parallel to binding edge.

# General Design & File Guidelines

Our prepress technicians will preflight your files to determine the viability for printing and the accuracy as it relates to the information on your estimate. Trouble free files will result in a smooth printing process while saving time and money.

## General tips to avoid the most common mistakes:

- One PDF of the cover and/or jacket and one PDF of the interior is preferred.
- When exporting or saving a PDF from an Adobe application (InDesign/Photoshop/Illustrator) use the Press Quality preset.
- Color setting/mode should be CMYK (no RGB) for full color; grayscale for halftones; bitmap for line art.
- A resolution of 300 dpi is required for images.
- Line art should be vector or 400 - 1200 dpi resolution if raster.
- Do not enlarge raster images once placed.
- Bleed of .125" is required. Keep critical elements a minimum of 5/16" inside of the trim.
- Page count: The number of pages for perfect bound and case bound books is divisible by two. The number of pages for saddle stitched books must be divisible by four.
- Use master pages to ensure consistent placement of repeating elements such as running heads, folios, and design elements.
- Hiring a professional designer that specializes in book design is preferred. We will be happy to recommend a designer. A list of preferred providers is at this link: [www.tps1.com/resources-2/preferred-providers/](http://www.tps1.com/resources-2/preferred-providers/)

Please familiarize yourself with our guidelines:

<https://www.tps1.com/prepress-guidelines/>



# Instant Quote

Our online pricing tool helps move your projects forward faster by giving you access to the pricing information you need any time of day.

Visit [www.tps1.com](http://www.tps1.com) to register to use Instant Quote.

Please enter the User Name you picked when registering. Next enter the name of your project so we can reference it appropriately and keep track of the project by name.

User Name	Enter User ID
Description	Please Enter Identifier
Interior Image Quality	Textbook Quality
Quantity	600
Page Count	240
Trim Size	6x9
Binding	Perfect Bound
Interior Printing	1 / 1 Black
Text Stock	60# Opaque
Cover Imaging	4CP/0
Cover Stock	10pt C1S
Cover Coating	Gloss Lamination
Shrinkwrap?	No
3-Hole Drill?	No
Hard Copy Proofs?	Yes
Exact Reorder for TPS?	No
Total Price	\$
Price per Book	\$
Price per Impression	\$
<p><i>All pricing subject to review of specifications listed and file content. Be sure to select the proper cover stock and imaging when pricing adhesive case bound book specifications. Please review with a TPS Representative as necessary.</i></p>	
Reset	Save

? Interior Image Quality  
? Quantity  
? Page Count  
? Trim Size  
? Binding  
? Interior Printing  
? Text Stock  
? Cover Imaging  
? Cover Stock  
? Cover Coating  
? Shrinkwrap  
? 3-Hole Drill  
? Hard Copy Proofs

Click on the question marks to gather insight into each category in order to make informed decisions.

Click "Save" and a copy of your estimate will be sent to your email address as well as to your account representative.

# Distribution

**In need of distribution? Look no further.**  
**Total Printing Systems has partnered with Hybrid Global Publishing to make your titles available worldwide.**  
**We offer guidance and take care of the details so you have a worry free experience.**

Through our distribution you will have access to 39,000 brick and mortar and online retailers, wholesalers, libraries, schools, and universities. The accounts below have the ability to order books in bulk or one at a time to be shipped directly to their warehouse or their individual stores. We service the following:

- Independent bookstores
- Online stores
- National chains
- Regional chains
- E-book retailers
- Local niche retailers
- Libraries
- Schools/Universities

Via Ingram Book Group, titles are automatically made available to more than tens of thousands of retailers, libraries, schools, internet commerce companies, and other channel partners, including Amazon, Barnes & Noble, Books A Million, Walmart.com, Chapters/Indigo (Canada), and other well-known book retailers and wholesalers across North America. Titles will also be available in United Kingdom, Europe, Australia, and New Zealand.

## Our distribution services include:

### Tier One - multiple titles:

- Up to 25 titles may be submitted within the first year. After the first year, you may renew for a reduced fee for the next 12 months of up to 25 new titles.
- Hybrid Global Publishing submits metadata for each title which saves you time and reduces errors.
- One hour of consulting with Hybrid Global Publishing regarding distribution, marketing, publicity, promotion, and brainstorming.
- Support by phone & email via Hybrid Global Publishing to meet your customer service needs.
- Titles remain in distribution indefinitely.
- Ebook distribution (not creation) included.
- Royalties: Authors receive 70% of net revenue minus printing costs.

### Tier Two - single title:

- 1 title
- Hybrid Global Publishing submits metadata for one title which saves you time and reduces errors.
- Support by phone & email via Hybrid Global Publishing to meet your customer service needs.
- Title remains in distribution upon yearly renewal.
- Ebook distribution (not creation) included.
- Royalties: Authors receive 70% of net revenue minus printing costs.

**Speak with your representative for details and pricing.**

## Meet The Crew

Our goal is educate you about book manufacturing and to smoothly guide your projects to completion.

We want to build a print partnership based on sound advice and technical expertise.

It all starts with communication.

**CALL US TODAY!**

### **Rick Lindemann**

President

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rick@tps1.com

### **Darrin Sappenfield**

Inside Sales Manager

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### **Mike Ammirata**

National Accounts Manager

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### **Meg Souza**

Marketing Manager/Account Representative

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### **Lori Perkins**

Account Representative

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**We hope that you have formulated questions while reading this guide. We are here to be a resource for you, so don't hesitate to contact your representative.**