

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 roadmap 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

## 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 Laminate
- Gloss 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 is an outline of our process.**

## Communication.

We want to learn about your project. Please connect with an account representative via the contact information listed on page 8 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? (To view various bind styles visit [www.tps1.com](http://www.tps1.com) under the Capabilities tab.)
- 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? (To view a list of our cover stocks visit [www.tps1.com](http://www.tps1.com) under the Capabilities tab.)
- Is the cover or jacket full color or single color black ink? Any printing on the inside covers?
- What type of cover coating? We offer gloss laminate, soft-touch matte laminate, flat matte laminate, and gloss UV.
- Hard copy press 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? Provide a delivery zip code and indicate residential or receiving dock.
- 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 impacted.

With the questions above in mind, it's time to get a quote via a representative. If you are sure about the specifications, register to use our Instant Quote pricing tool 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 or you may use the template generator at [www.tps1.com](http://www.tps1.com) under the Resources tab. 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 at this link: <https://totalprintingsystems.wetransfer.com/> one PDF per component of your project (i.e. interior, cover, dust jacket, spot uv, etc.).
- Submit an order to your account representative by accepting the estimate or sending a purchase order.
- We require a 50% deposit on your order prior to beginning the process. Call the accounting department at 800-465-5200 to place the deposit. We accept all major credit cards (4% fee applies). Contact [billing@tps1.com](mailto:billing@tps1.com) for payment options that do not incur fees. Feel free to discuss setting up terms by filling out a credit application. (A link to the credit app is available at [www.tps1.com](http://www.tps1.com) under the Resources tab, then Helpful Documents, then Billing & Payments.)

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 you submitted 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. 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 impact 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.



**ESTIMATE EXAMPLE**

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 charge for 250 copies</b>	<b>\$Total delivery charge for 500 copies</b>	<b>\$Total delivery 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.**

Due to the rising cost of materials, especially paper, the above pricing will be held for 30 days from the date of quotation. Acceptance of an order is subject to content and specification review. Unless otherwise stated, this proposal automatically interprets your acceptance of our standard [Terms and Conditions](#), to be provided separately upon request. Completion timeline of any order is subject to equipment availability and material acquisition.

- *TPS does not guarantee against scuffing during transportation when using varnish, aqueous, or UV finish.*
- *If multiple or native files are supplied, additional charges may apply. [See Basic Prepress Guidelines.](#)*
- *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/W6mroq>

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.

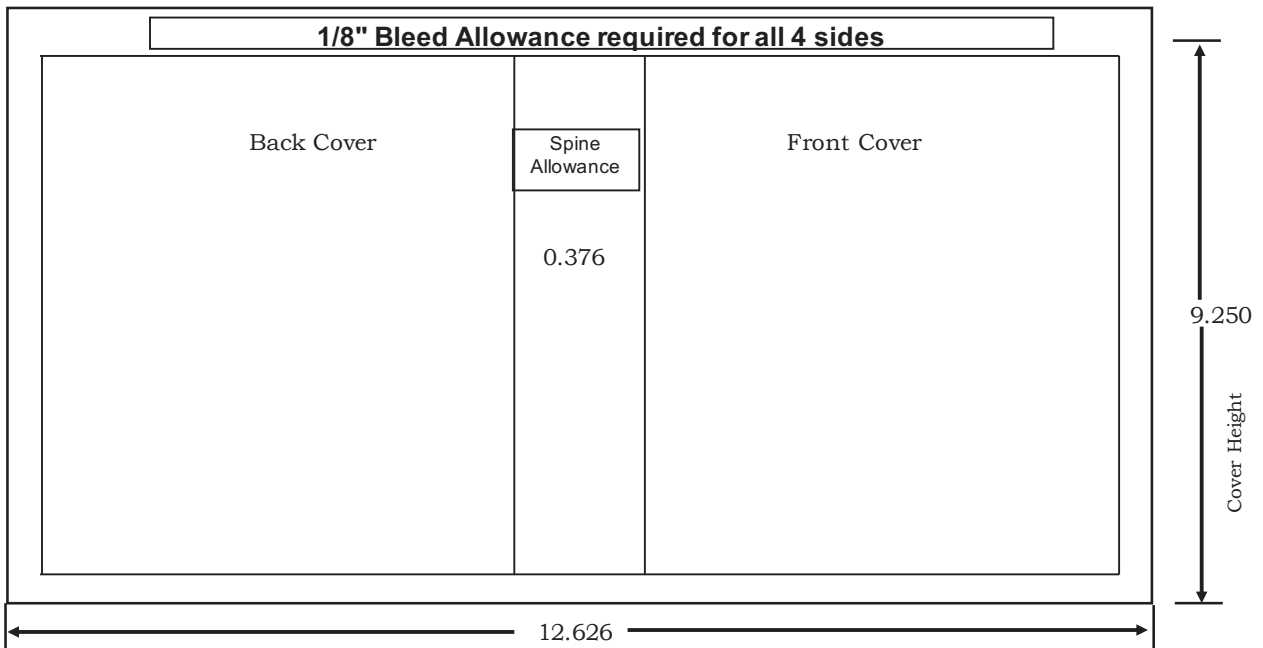
Please review the templates for a perfect bound (aka paperback or soft cover), case bound (aka hard back or hard cover), and dust jacket. The examples shown are for a 6" x 9" trim with 160 pages and 60# White Opaque interior stock. The templates we provide will be unique to your project's specifications.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

## Perfect Bound Layout

**Customer:** Your Name or Company Name  
**Job Title:** Project Title  
**Job Number:** Job Number or Estimate Number  
**Book Style:** Perfect Bind  
**Trim Size:** 6 x 9  
width: 6.000  
height: 9.000  
**Text Stock:** 60# Opaque

**Flat size:**  
width: 12.626  
length: 9.250

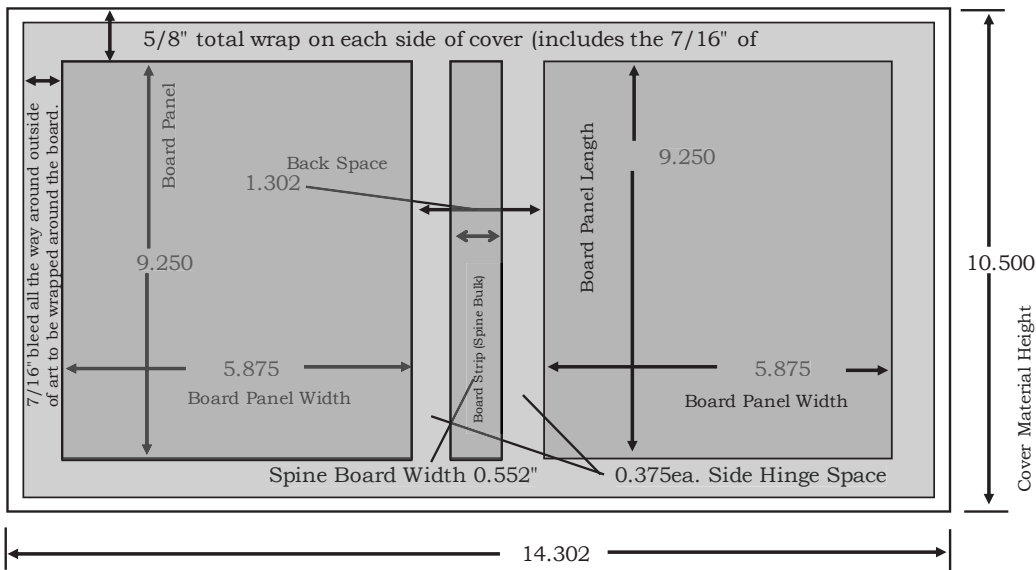
**Page Count:** 160  
**Spine Allowance:** 0.376



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

## Adhesive Case Bound Cover Layout

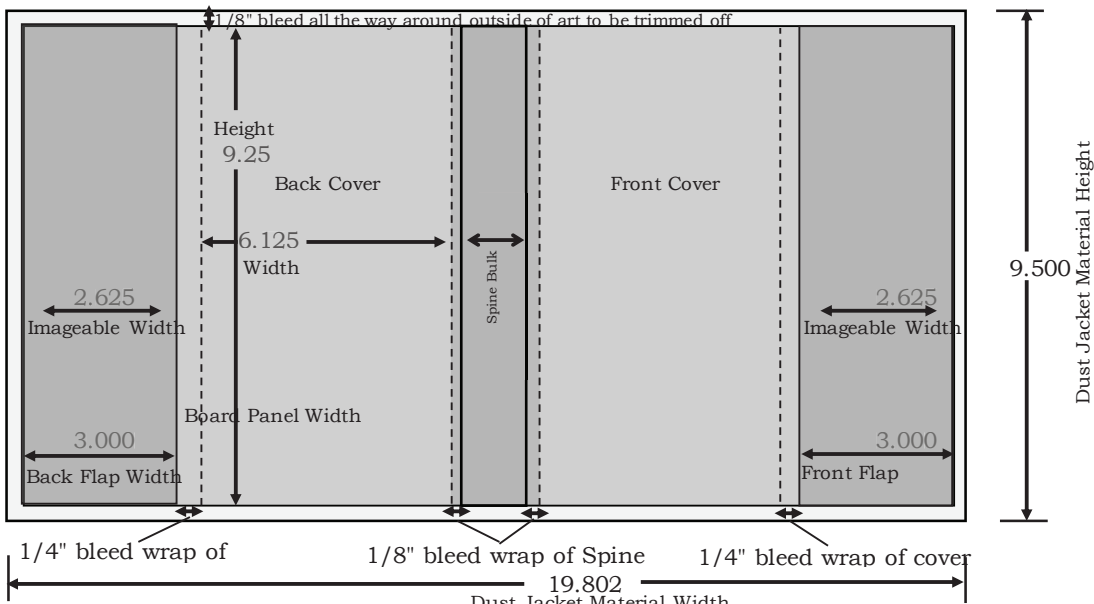
<b>Customer:</b> Your Name or Company Name	<b>Job Number:</b> Job Number or Estimate Number
<b>Job Title:</b> Project Title	<b>Text Stock:</b> 60# Opaque
<b>Page Count:</b> 160	<b>Board Panels:</b>
<b>Book Style:</b> Adhesive Case Bound	width: 5.875
<b>Trim Size:</b> 6 x 9	length: 9.250
width: 6.000	<b>Back Space:</b> 1.302
height: 9.000	<b>Board Caliper:</b> 88 pt
<b>Board Strip:</b> 0.552	<b>Bulk of Text+Boards:</b> 0.552
<b>Hinge Space:</b> 0.375	<b>One Piece Board:</b>
	width: 14.302
	length: 10.500



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

## Adhesive Case Bound Dust Jacket Layout

<b>Customer:</b> Your Name or Company Name	<b>Book Style:</b> Adhesive Case Bound
<b>Job Title:</b> Project Title	<b>Trim Size:</b> 6 x 9
<b>Job Number:</b> Job Number or Estimate Number	<b>Cover Flap</b> 3.00 inches
<b>Text Stock:</b> 60# Opaque	<b>Width:</b> 3.00 inches
<b>Page Count:</b> 160	



\*\*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:

- We prefer to receive one PDF per component of your project (i.e. interior, cover, dust jacket, spot uv file, etc.).
- When exporting or saving a PDF from an Adobe application (InDesign/Photoshop/Illustrator) start with the Adobe PDF Preset "High Quality Print".  
Under the Output section:
  - Color Conversion = No Color Conversion
  - Destination = N/A
  - Profile Inclusion Policy = Don't Include Profiles
  - Make sure to include Document Bleed settings, minimum of 0.125", if applicable.
  - Do not include printer marks when exporting interior files.
- PDFs of the interior must be single pages not spreads.
- ALL fonts used in your book should be embedded or supplied.
- Photographs should be no less than 300 dpi at their placed size. Do not enlarge raster images once placed. Line art or type should be 600 dpi at their placed size.
- Please ensure that any vital content is farther than 1/2" from the spine if perfect, saddle, or case bound, 3/8" from the spine if spiral bound, and 3/4" from the spine if three hole drilled.
- Page count: The number of pages for perfect bound and case bound books is divisible by two. The number of pages for saddle stitch 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 wise. A list of our preferred providers can be found at [www.tps1.com](http://www.tps1.com) under the Resources tab.

# 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 your user name here>
Project Title	<enter your project title here>
Interior Image Quality	Textbook Quality
Quantity	500
Page Count	160
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	\$

All pricing subject to review of specifications listed, file content, and TPS Terms and Conditions. Be sure to select the proper cover stock and imaging when pricing adhesive case bound book specifications. Please review with a representative as necessary. Price assumes <15% total ink coverage on interior, foil stamp on spine only, if selected and a standard 10% +/- tolerance in quantity.

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 plus sign + to see the explanation and gather insight into each category in order to make informed decisions.

Save

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

## Meet The Crew

Our goal is to 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!**

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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.