

### Get Ready

We appreciate the time, effort, and work that goes into your book before we get the chance to become involved. Our goal is to make the rest of the process smooth and easy for you. Understanding the steps involved in getting your book printed will help ensure your final product is what you want, when you want it, and where you want it.

#### Building the specifications for your book:

In order to make your book the way you want it, the printer has to know many details about your book. A few examples of specifications are: what it looks like, trim size and number of pages, what kind of paper the text and cover will be printed on, if you want to see and approve proofs, where you want the books shipped, and how you want them shipped. Our on-line [Request for Quote](#) captures most of the specifications that we will follow as we manufacture your book.

#### Credit and payment information:

Our payment terms range anywhere from cash with order to extending credit. You may also choose to pay with a credit card. Prior to sending your title to us, publishers new to Edwards Brothers Malloy must complete a credit application in order for payment terms to be established. Our website offers a credit application and additional information under the [Credit and Payment](#) section.

### Get Set

Your book is ready, now what? When your book is ready to go to the printer, the following is important information to have and instructions to follow on how to get “the ball rolling.”

#### Preparing print-ready files:

The digital file formats that we support at Edwards Brothers Malloy likely the same formats most other printers support and accept as well. We prefer PDF files for the text and native application and PDF files for the color component (cover, dust jacket, color insert, etc.”). You'll find helpful information about exporting your files on our website in the [Prepress](#) section.

#### Sending your title to us:

We have a number of options available to you for uploading your files to us:

1. We recommend using our InSite portal, a secure high speed Internet connection from you to Edwards Brothers Malloy. We offer our customers greater security with your unique account that transmits your files directly to our Prepress server. Contact John Callis at [john.callis@edwardsbrothersmalloy.com](mailto:john.callis@edwardsbrothersmalloy.com) to arrange access to and training on our InSite portal. We also request that when you transmit your PDF files to Edwards Brothers Malloy, you send us a pagination for the entire text. If you are sending us native application files, we also require a .pdf accompany your title.
2. You may also send files through our FTP site. Contact your Sales or Customer Service Representative.
3. Other web transfer systems, such as WeTransfer, should work. Or, if the file is not large, you may simply email your Customer Service Representative.

## Go!

Your book is ready, now what? Simply provide us with a *firm* quantity to get underway. When your quantity is firm, we can proceed with ordering paper and any other necessary materials for your title. A standard purchase order is available for your use on our website in the [Fact Sheet Archive](#).

A typical schedule from receipt of trouble-free files to proof approval and bound books could be 3 weeks for soft cover books and 4 weeks for adhesive case bound books, based on the workload in our facilities. During certain times of the year, however, this timeline may be shorter or longer. The best practice is to have us schedule your title in our system as far in advance as is practical. Your Customer Service Representative will work with you to ensure you get the best possible schedule to fit your needs.

### Shipping and handling:

We have an experienced shipping department that will arrange to have your book shipped to their destination via your preferred method. In addition to motor freight, we ship via FedEx, UPS, DHL, and the US Postal Service and have negotiated very competitive rates, which we pass along to you. You may ship all the books in bulk to one final destination or have us arrange "drop shipments" to multiple destinations. To cover our costs in preparing your shipments, we do charge handling fees for shipments in excess of the main bulk shipment.

### Storage and Fulfillment:

We also provide storage for your books in the event that you do not have adequate space to store them yourself. Plus, our Fulfillment Solutions allows you to route your orders, either as an XML data transfer or directly from your on-line shopping cart to us. We will pick, pack, and ship those orders within the next 48 hours. Our [website](#) offers more information about these services.