



450 Weaver Street
 Winooski, VT 05404
 802.655.2800

www.reprovt.com

ANNUAL REPORT CONTRACT

CUSTOMER:

Date:
 Quote #:
 Sales Rep:
 Direct Line:
 email:

REPRO makes every effort to provide an error free quotation and we rely on you to be sure that your project's specifications are listed correctly below. Please let us know of any errors or questions that you may have prior to signing.

SPECIFICATIONS			
JOB TITLE:			
QUANTITY:	NUMBER OF PAGES:	<i>(a page counts as one-side of sheet; NOT including covers; MUST be multiple of 4 for a stitched book or 2 if perfect bound; blanks count as a page)</i>	
FINISHED SIZE: ⁴	BINDING:		
COLORS:	INTERIOR TEXT PAGES: B/W Color BLEEDS: yes no COVER PAGES: <i>Outside Front & Back Covers:</i> B/W Color Blank <i>Inside Front & Back Covers:</i> B/W Color Blank		
STOCK:	INTERIOR TEXT PAGES:	COVER PAGES:	
FILE SUBMISSION: ^{1,2}	One COMPLETE PDF file or One CLEAN hardcopy for REPRO to scan <i>*See pages 3 & 4 for guidelines and additional fees*</i>	PLEASE read pages 3 & 4 carefully for submission guidelines!!!!	
PROOFS: ³	One complete book, prior to run. <i>Additional proofs due to customer corrections (herein referred to as AAs) will be billed at \$25.00 per additional proof, plus \$10.00 per corrected page *See FAQ on page 4 for guidelines and additional fees*</i>		
SCHEDULE:			
SHIPPING:			
MAILING: ^{6,7}			
ADDITIONAL INFO:			
PRICE (PER YEAR):	2022 REPORTS ONLY COPIES: EACH ± COPY: EACH ± PAGES ⁵ : 2022 & 2023 REPORTS (price is per year) COPIES: EACH ± COPY: EACH ± PAGES ⁵ :		

I have read and agree to the terms and conditions set forth in ALL pages of this Estimate and further authorize REPRO to charge me sums due or to become due from me under this Estimate.

Please select one: 2022 Report Only (One year only) 2022 & 2023 Reports (Two year contract—best deal)

Signature _____

Date of Acceptance _____

TERMS AND CONDITIONS:

- All print estimates are not final until all materials are received and reviewed. REPRO reserves the right to re-quote a job if materials provided do not conform to this quotation. Until materials are evaluated, no claim or promise is made regarding REPRO's ability to do the job. Quotations are provided based upon the accuracy of specifications supplied and are provided without review of an actual sample of printed pieces.
- Quote does NOT include VT sales tax. If you are tax exempt, you must provide REPRO with a tax exempt certificate prior to billing.
- This is a contract for pricing and specifications. **A separate schedule noting dates of materials, proof, proof acceptance and delivery will be sent in December to lock in.**
- No additional charges will be billed for print-ready files supplied. **Any additional prepress work required to make the files print-ready will be billed at \$100.00/hour. PLEASE READ PAGES 3 & 4 CAREFULLY to avoid unnecessary charges.**
- A hard copy proof is used to simulate how the printed piece will look. Should a PDF proof be requested in lieu of a hard copy proof, REPRO will not be held responsible for color discrepancies or type reflow on the actual printed piece. It is entirely the customer's responsibility to make certain that no images or text is missing from the proof(s) regardless if it is a Printer's (PE) or Customer's (AA) error.
- Corrections to proof will be noted on a proof release form. Until the proof release form is returned, no additional work will be performed. REPRO will not be responsible for undetected production errors if: A) Client waves the proof, B) the work is printed per the Client's OK, C) requests for changes are communicated orally.
- Mailings are not done in-house. REPRO supplies an outside vendor with printed matter to be mailed. All sorting, labeling, etc. is done by mailhouse and delivered to the United States Postal Service distribution facility. Any postage due must be received prior to mailing. REPRO agrees to have your finished material delivered to the Post Office by agreed upon date. Once the product is in the postal system, actual delivery dates to mailboxes is solely and completely up to and at the mercy of the United States Postal Service. Postal regulations state that they have up to 7-10 business days to delivery presorted bound material. Postal regulations are subject to change at any time.
- Payment shall be whatever was set forth in the quotation or invoice unless otherwise provided in writing. Payment must be made within 15 days of the invoice date. Claims for defects, damages, or shortages must be made by the customer in writing within a period of ten (10) days after delivery of all or any part of the order. Failure to make such claim within the stated period shall constitute irrevocable acceptance and an admission that the customer fully complies with terms, conditions, and specifications.
- Your signature accepting this quotation or your purchase order represents acceptance of the pricing AND credit terms above. Further, you have authorized REPRO to proceed to order the necessary material, paper, ink, etc. to produce your job in accordance with the agreed upon schedule and specifications. In the event of cancellation, for any reason, you are responsible for any and all cost incurred for all material ordered that cannot be returned or for restocking costs of such material.

SUBMITTING MY REPORT

There are two options for submitting your report without incurring additional charges:

OPTION 1: Email or upload to our website **one COMPLETE PDF file** created directly from a design program (such as InDesign or Quark) or your desktop Microsoft program. *(See dos and don'ts listed below)*

OPTION 2: Provide a clean, **complete hardcopy for us to scan** *(See dos and don'ts listed below)*

OPTION 1 DOS:

- Set up document to the page size of your report (i.e. 8-1/2" x 11").
- Recommended margins of a minimum of 1/2" on all four sides
- Save or Export your file as a PDF. If using Microsoft Word or Publisher:



- If using Quark or InDesign, please contact Mary for specific instructions on creating your PDF file.

OPTION 1 DON'TS:

- Do not scan a printed copy of your report on your office scanner or fax machine. The quality will be poor and the pages are likely to be scewed.

OPTION 2 DOS:

- Provide a clean, printed copy of the entire report.
- Hardcopy should be printed single-sided.
- Hardcopy should be printed on clean, white paper.
- The digital files of photos that appear in the hardcopy should be emailed to Mary to insert into the scan we will make. If you need us to scan original photos for insertion we will do that as well (at no charge).

OPTION 2 DON'TS:

- Do not scan or send a photocopy of the report as a hardcopy; it is best to send an actual printed copy.
- Do not print 2-sided.
- Do not use recycled paper as the "flecks" or recycled content can show up when we scan.

**VERY IMPORTANT!!
Please read!**

F.A.Q. AND BILLABLE CHARGES

◆ **What if I am unable to do either of the two options¹?**

We accept native files created in InDesign or Quark, along with all links and fonts collected. Microsoft program files are **not** acceptable native files. We WILL accept individual PDF files created out of any Microsoft programs. All Microsoft programs are designed to work on individual desktop computers. Because they do not collect fonts and settings like actual design programs, the actual document can vary from computer to computer. The most common problems are type-reflow and font substitution. Saving as a PDF from the Microsoft program basically locks in all of the elements so there is less room for error. **We will put all of the individual PDF files together into one complete document for you, however, it will be billed at \$100/hour and files must be titled in the exact order you want them to appear in the report (i.e. "01_contents"; "02_officers"; etc.) and will require advance notice and will add delays to your originally scheduled dates.**

◆ **Can I still send Microsoft files (Word, Excel, Publisher, Power Point)²?**

No, only PDF files will be accepted.

◆ **Do I create my Index/Table of Contents²?**

Customer is expected to create this. **REPRO WILL add the page numbers/header or footer to the report at no charge but will NOT create the actual index or table of contents.**

◆ **What if I want to make corrections once I see my proof³?**

Any corrections made after you receive the proof will be billed at \$10.00 per page, plus \$25.00 for each additional proof. This includes anything from adding punctuation to replacing the entire page. Corrections at this stage WILL change your originally scheduled delivery date. Printer's Errors will be corrected at no charge.

◆ **The size of my books is NOT a standard size (8-1/2" x 11") book but all my files are created at letter size.⁴**

Your files need to be set up as the same size as the trim size. REPRO will no longer reformat larger sized pages to a smaller print size.

◆ **I want to add/remove pages than what I was quoted. What is the charge?⁵**

There is a line item on the bottom of your quote that will tell you the cost for each ± 2 page or ± 4 page increment. Simply multiply the number of increments by the corresponding cost and add/subtract from your quoted price.

◆ **Will I receive a PDF of my final report?**

Yes, however, the file will not be sent until the last week in February at an agreed upon date in the schedule you will receive. Because the PDF files are created from the final print files they tend to be large and will be in black and white. We will do our best to make them as small as possible without losing clarity for you to upload to your website, but, more than likely, they will not be a size that can be emailed. Please do not email or call to ask about your PDF file prior to the date agreed upon on the schedule. If you wish to request a PDF prior to the last week in February, we may be able to accommodate you for an additional \$100.00 depending on the workload at the time.

IF REPRO IS MAILING THE REPORTS:

◆ **How many days will it take for my printed piece to be delivered once they are received by the US Postal Service?⁶**

Once we process and label the printed pieces for mailing they are delivered to the USPS Distribution Center in Burlington. **Once the printed pieces are in the Postal System, actual delivery dates to mailboxes is solely and completely up to and at the mercy of the United States Postal Service. Postal regulations state that they have up to 7-10 (seven) business days to deliver presorted bound material. Most generally, in Vermont delivery takes an average of 4-5 business days.**

◆ **Is postage included in my price?⁷**

Postage is **NOT** included in the price and must be paid separately, prior to mailing. **Checks should be made out to US Postmaster, and sent to REPRO.** Or, if you prefer, you can call us with a credit card to process the postage, however, we will add a 3% service charge to the total amount. We will not be able to give you an accurate postage amount until we have a proof that we can weigh, and your supplied mailing list.