



Book Order Form

(Complete this form and submit with your material)

For Office Use Only

Phone: 1-917-740-3053
E-mail: info@imrdcorp.org

Order # P - _____
Date rec'd _____
Checked in by _____
Date due _____

Send Proof to:

First Name _____ Last Name _____

Book Title _____

Mailing Address: _____

Number Street Apt. #

City & State Zip or Postal Code Country

Phone (area code & number) (_____) _____

Fax (_____) _____

E-mail _____

Send Invoice to:

First Name _____ Last Name _____

Mailing Address: _____

Number Street Apt. #

City & State Zip or Postal Code Country

Phone (area code & number) (_____) _____

Send Books to:

Better service if delivered to a business address. Street address required.

First Name _____ Last Name _____

Mailing Address: _____

Number Street Apt. #

City & State Zip or Postal Code Country

Phone (area code & number) (_____) _____

Payment Method

Check/Money Order
 Visa
 MasterCard
 American Express
 Wire transfer
 PayPal

PRODUCTION TIME: If no selection is marked, order will be processed with normal production.

- Normal Production Time** ~ 90 business days from the day *after* receipt of approved cover/text proofs
- Rush Service** ~ 60 business days from the day *after* receipt of approved proofs -15%up-charge (\$200 min.)

BOOK SPECIFICATIONS

Book Size: 6" x 9" 8 1/2" x 11"

Number of Books _____ (50 min.)

Number of Pages _____

PAGES ~ Pages must be press-ready.

Material Enclosed: Word files e-mailed PDF files e-mailed

Text Paper: 60# White 60# Cream

Art/Photo Ink: Artwork/photos in PDF file to be printed in black ink # _____

Number of pages to be printed in full-color # _____

TECHNICAL DETAILS

Create the following items for me:

Library of Congress Control Number (LCCN)

Create ISBN

BINDING STYLES

Perfect Binding~ included in base price, either book size.

Plastic Comb Binding~ with 12 pt. cover stock.

Hardcover **Paperback**

COVER FINISH~ If no selection is made,
UV coating will be used.

- UV Coating
- UV Plastic Lamination

COVER DESIGN ASSISTANCE NEEDED

Design Package:

- Submit *original* photos and illustrations (no printouts or photocopies), digital files, or provide image I.D. number from www.imrdcorp.org.
- Submitting My Own Sketch~*Provide sketch and detailed description of cover.*

COVER INFORMATION

Wording for Title: _____

Wording for Subtitle: _____

Author's Name: _____

Wording for Spine: _____

Perfect bound books must have at least 90 pages for spine text.

- Text on back cover** ~ *Please enclose text; clearly label as back cover text.*
- No text on back cover.**

SPECIAL INSTRUCTIONS

Add additional pages if necessary.

Publisher/Author _____ **Date** _____

Signature Required