SCHOOL NAME HERE - Yearbook Production Schedule-2021/2022

Our Yearbook production process has three major steps. The timing of these steps is based on the projected shipment date of your order. It is necessary to submit content and approvals on time, so we will be able to meet your desired delivery date without rush fees.

STEP 1: YEARBOOK COVER FILES - At least 12 weeks before shipment date

We prepare and assemble the book covers in advance of receiving the final book files. This helps us reduce the time needed for us to get the order ready for shipment and keeps our prices low.

What you (customer) must do:

☐ Upload or mark complete from your software Book Cover File (front cover, back cover, spine) to UBuildABook by 12PM Pacific Time.

☐ *(If applicable)* Email Cover Personalization Excel Template file to artworkyb@ubuildabook.com
   o Send an Excel Spreadsheet with all names in Column A, B, and C, EXACTLY as you want them printed.
   o [optional extra] For personalized images on the cover, Column D should contain the filename (numbers only, no spaces) of the image file (e.g. 0001.jpg). *You will need to send a .ZIP file containing all the images that will be used in the image personalization*.
   o **Re-verify** that the Personalization file is correct since we will be making the book covers based on this information. Any changes to the personalization names/images after approval will incur a $15.00 per book fee to cover the cost of an extra print run.

☐ Send us the "near final" book count (final count can increase but not decrease). We will prepare the number of book covers based on your book count. We will need the FINAL Book count when you submit final content.
Please note: There is a $5 per book charge for books removed from the order after the covers are approved.

☐ Send us the "near final" page count (final count can vary by up to 6 pages). Please note: any additional page(s) beyond quoted, will increase your yearbook price. The thickness of the book spine is dependent on the number of pages in your proof so we must have an accurate page count (within 6 pages of the final count) at this time.

STEP 2/STEP 3: YEARBOOK CONTENT FILES - At least 8 weeks before shipment date

☐ Check your files for the following before submitting
   o Typos, grammar, unfinished text or other text errors
   o Low-Resolution images that may appear blurry in print
   o Design issues including book format, organization, style, color and page layout
   o UBuildABook does not proofread, edit or change your content in any way.

☐ Upload your Files to us before 12 noon PT on or before the due date.
   o Yearbook Pro Online: Submit files by marking every section complete and by approving all sections by clicking the green ✅ . Finally, click the "**Submit Proof**" button at the top of your ladder. For Cover-only submissions, click the green ✅ after marking complete, and notify UBuildABook.
   o Photobook software: Submit files to UBAB from the green Send to UBuildABook and Place Order button (top left corner) in the software. You will need to fill out the form as a yearbook customer submission.
   o If you are using your own software (Photoshop, InDesign, Microsoft Publisher, etc): Submit a FLATTENED "print ready" PDF file through our Dropbox at https://spaces.hightail.com/uplink/ubuildabook1

STEP 4: APPROVE PROOF - At least 4 weeks before shipment date

☐ Email or Fax your completed proof approval form to us before 12 noon PST on or before the due date.

SCHOOL NAME HERE - Yearbook Production Schedule-2021/2022

This production schedule is estimated and your school's final delivery date will be revised depending upon your cover and content file submission times and approvals.

STEP #1		YEARBOOK COVER FILES

February 24, 2022 ————— **Upload your Book Cover Files** (front cover, back cover, spine) and name personalization Excel template to UBAB by **12:00 noon PST.**

• 1st cover file resubmission/eProof is FREE

Additional file resubmissions/eProof is $35.00 per resubmission/eProof

1st 50% payment is due (less the initial deposit)

STEP #2		YEARBOOK CONTENT FILES

March 26, 2022 ————— **Upload your completed First Draft Content Files** to UBAB by 12:00 noon PST.*

• UBAB reviews and works with customer to get files troublefree and Print Ready.
Please note that the eProof or unbound proof can take up to 7 business days to produce and ship/email.

Yearbook proof shipped or emailed by UBAB. Customer then makes all necessary revisions and changes.

STEP #3		FINAL YEARBOOK CONTENT FILES

Final Payment and book quantity are due

April 14, 2022 ————— **Upload your complete and finished FINAL CONTENT to UBAB***

• UBAB will provide a FREE eProof of changes
Please note that the eProof can take up to 3 business days to process and email.

Additional file resubmissions/eProofs are $65.00 per resubmission/eProof and will result in later delivery date or rush fees.

STEP #4		PROOF APPROVAL

April 21, 2022 ————— **Send FINAL Proof Approval to UBAB by 12 noon PST.***

If proof approval and final payment are received late, this WILL DELAY your delivery date, or you will incur rush fees to stay on schedule.

Any delays to this schedule may result in a delayed delivery date and rush fees may apply.

STEP #5		UBUILDABOOK SHIPS BOOKS

May 19, 2022 ————— Estimated date final order will be shipped by UBuildABook.

Please print a copy of this schedule for everyone who is working on the yearbook.

*Any late content submissions or approvals will result in a later delivery date or rush fees.