

At Remarkable Books we guide you by suggesting best practices to ensure that you get what you need and what you want.

Sample of kinds of books

- novel
- cook book
- family history
- manual
- any printing where there are interior pages and a cover.

Binding

Saddle stitched books: (2 wire stitches attached through the spine)

Sizes: Min. 3.5 x 5(P) or 5 x 5(L) Max. 9.25 x 12.5(P) or 14.25 x 5(L)

Tolerances: Thinnest – 8 page. Thickest – 60 pages (based on 60lb. Heavier stock will alter this tolerance)

Perfect bound books: (glued book that has a square spine)

Sizes: Min. 3.5 x 5(P) or 5 x 5(L) Max. 9.25 x 12.5(P) or 14.25 x 5(L)

Tolerances: Thinnest – 16 page Thickest – 2 inches thick

Coil bound (spiral) books: (uses a plastic coil to hold the pages together, often used for cookbooks because it can fold back over itself or lay flat)

Sizes: Min. 3.5 x 5(P) or 5 x 5(L) Max. 12.5 x 14.25(P) or 14.25 x 5(L)

Tolerances: Thinnest – 16 page Thickest – 2 inches thick

Wire-0 bound books: (uses wire fingers that are compressed to form the binding)

Sizes: Min. 5.5 x 8.5(P) or 8.5 x 5.5(L) Max. 12.5 x 14.25(P) or 14.25 x 8.5(L)

Tolerances: Thinnest – 16 page Thickest – .5 inches thick

Hidden Wire-0 bound books: (uses wire fingers that are compressed to form the binding but hidden by the folded over cover allowing for a printed spine)

Sizes: Min. 5.5 x 8.5(P) or 8.5 x 5.5(L) Max. 12.5 x 14.25(P) or 14.25 x 8.5(L)

Tolerances: Thinnest – 16 page Thickest – .5 inches thick

Cerlox bound books: (uses a pre-made plastic spine with fingers that insert into the pages to form the spine)

Sizes: Min. 5.5 x 8.5(P) or 8.5 x 5.5(L) Max. 12.5 x 14.25(P) or 14.25 x 8.5(L)
Tolerances: Thinnest – 16 page Thickest – 2 inches thick

Loose leaf: (generally a product that fits a binder. The binder size will dictate the page size, number and position of holes)

Sizes: 8.5 x 11 with three .25” holes 4.25” from center to center (std) other specifications are available.

Tolerances: Thinnest – 2 page Thickest – 4 inches thick

Case bound books: (often referred to as ‘hardcover’)

Sizes: Min. 3.5 x 5(P) or 5 x 5(L) Max. 12.5 x 9.25(P) or 14.25 x 5(L)

Tolerances: Thinnest – .25 inches thick Thickest – 4 inches thick.

Note: Your design must take the binding method into consideration. Do not crowd the gutter, particularly when choosing perfect bound or case bound books.

Book runs versus printing method

Digital Press – 10 to 400+/- copies

Offset Press – 400+/- to 10,000+/- copies

These numbers are approximate cut-offs. Size, page count, colour vs. black and white, quality of reproduction and use, will all have an effect on the above numbers.

Papers (common choices):

Digital -

- Uncoated text 50lb, 60lb, 70lb, 80lb, 100lb
- Uncoated cover 65lb, 80lb, 115lb
- Coated gloss text 50lb, 60lb, 70lb, 80lb, 100lb
- Coated gloss cover 65lb, 80lb, 115lb
- Coated silk text 50lb, 60lb, 70lb, 80lb, 100lb
- Coated silk cover 65lb, 80lb, 115lb
- Coated 1 side cover .008, .010, .012
- Coated 2 sides cover .008, .010, .012

Offset - All the above, plus some additional textures and colours, translucent, synthetics and some double-thick options.
Note: We do not print on Newsprint

Proofing

Generally — if we are designing the book — you will receive a preliminary proof which includes: the cover, the preliminary pages and a chapter or two so that you can approve the overall design. For example you will need to decide on such things as font sizes and leading (the space between lines), the paper

size, the type of paper, the number of copies, etc... These things will be discussed with your representative before the design starts. In some cases a pdf proof will be provided. Whether or not we are designing the book, or you are providing the artwork, if the book is being printed digitally you will receive a full book printed and bound as a proof. If it is being printed on an offset press you will receive plotter proofs assembled in book form.

Editors and Proof Readers

We recommend the use of an editor and a proof reader, however, this is your decision. If you require this service you may contact the Kingston Chapter of the Canadian Editors Association at www.editors.ca and more about our Kingston group at <https://sites.google.com/site/eackington/home>.

In-house Services

- Cover design
- Page layout
- Printing
- Binding
- Packaging
- Digital copying of existing pages

Peripheral Services

- Illustration
- Photography
- Editing
- Proofreading
- Laminating
- Stamping
- Embossing
- Case binding
- Manuscript typesetting
- Internet marketing - including website or blog
- Ask about our 'editor sourcing service'

Materials for books can take many forms

- Typed manuscript
- Hard copy photos or illustrations for scanning and insertion
- Key-stroked files not formatted
- Formatted pages (not ready to go)
- Formatted pages (ready to go)
- Complete PDF's
- Copy of an old book to be reproduced

Additional components available

- CD or DVD mounted into a sleeve inside the cover
- Dust Jacket
- Bookmarks
- Fold-outs
- Map
- Individually shrink wrapped
- Is there information to fit on the spine (caution: some spines may be too small to have image or text)
- We can arrange UPC numbers and ISBN Numbers or help you obtain them yourself
- Special instructions for packaging - packaged in one, 5's, 10's

When is a book tax exempt?

- Cultural
- Religious
- Shipped out of Province
- Has no advertising

What tax applies to books?

Books are taxable but only the GST portion of the HST, you pay 5% not 13%.

When Quoting

The fewest number or copies we will quote on is 10. Because of the amount of work involved in getting your book ready to print it costs as much to print one book as it does to print ten. The price per book lowers as you print more books. If you get a quote for a larger number (for example 100 books) do not divide that quote by 10 to get a price for 10 books. It does not work that way.

When placing an order **do not** give us the only copy of the file or manuscript, please make a copy. If original photos or illustrations are given to use for the job you must give us a value for insurance purposes.

Terms

1. 40% down when you place the order
2. 30% upon presentation of the first proof
3. the balance is COD

Please call us at 613-546-6000 if you have any questions, or visit our blog at www.allangraphics.wordpress.com

