

# Frequently Asked Questions

## **Can I add my own pages or a Table of Contents to the book?**

Yes, using Double Fan Adhesive Binding (DFAB) you can combine multiple types of paper, pages, comics, etc.

All material needs to be cut to size before sending it. If you print pages, they should be trimmed to size by you first. We offer printing of title pages for an additional cost, provided the customer provides artwork. Please send artwork for printed page when you ship your books.

## **How do I send my cover files to the bindery?**

After receiving the dimensions for your order, you should send your files as PDFs.

Files should be flattened, without layers, when you send them.

You can email them or share a link to a media source like Dropbox or Google Drive.

## **How long does it take?**

Normal turn around time is 10 weeks from door to door. That said: our goal is to produce the best possible book and as quickly as possible. But comic binding is done one book at a time and is naturally a slow process. We are producing thousands of books a week between libraries, schools, universities, printers, etc. So, comic books, and other types of one at a time books, are done between these projects.

If we are designing the cover for your order it will take additional time.

Summer (May-August) will result in significant delays.

## **Will I get updates? Can you tell me where my order is in the process?**

We will notify you with dimensions if you are providing a cover file.

When the books are complete we will send you an invoice and ship upon receiving payment.

We will NOT provide updates throughout the process.

## **Do I need to remove staples or covers to trade paperbacks?**

You do not NEED to do so, we will do both. But many people prefer to remove these themselves. NOTE: Trade paperback covers will be removed unless otherwise requested.

## **Can I remove pages from comics, like ads and back covers?**

This needs to be done before you send them to us.

Pages need to be neatly re-assembled with a smooth and straight edge at the spine.

An additional charge will be applied to any order that is received that requires significant work to straighten the material.

## **How can I match a book I had done previously?**

The best way to match a book is to send it with. We will return it with the newly bound book.

We are unable to match foil stamping done by a publisher or another bindery.

Next best option is to provide pictures with a ruler showing the entire book and spine and clear markings on the ruler.