



Pre-Order Checklist

Customer Name: _____
 Contact Name: _____
 Book Title: _____
 Quote #: _____ Account #: _____ Date: _____

Please take a moment to complete this pre-order checklist.

Step 1: Submit your order.

- Signed CHG quote with order quantity indicated
- Company issued purchase order

Step 2: Remit your deposit. [View all payment options here.](#)

- Credit Card Submit a CC Auth. Form or Use card on file ending in _____
- Check
- Other: _____

Step 3: Submit your complete print-ready PDF cover and text files or alterations to a reprint title

- [Upload via CHG website](#)
- Email (25MB or less)
- Other: _____

Step 4: List any additional services required that are not included in the quote (stamping, embossing, spot dull coating, shrink-wrap, etc.).

- Yes: _____
- None

Step 5: Select a proof format.

- No proof necessary - this title is an exact reprint
- PDF proofs sent to the following email address: _____
- Hard copy proofs (additional cost) sent overnight to the following address: _____

Step 6: Specify any critical event date or other delivery deadline.

- Full Order Partial Amount
- _____
- _____

Step 7: List the shipment address, contact name, and phone number:

Check any special shipping requirements

- Pallet jack needed
- Inside delivery
- Lift gate required
- Residential address (delivery appointment required)
- Delivery appointment (phone # required): _____
- Additional shipping, packaging, or labeling requirements: _____

Step 8: Other information you would like to share before processing your order:

