Order for Contract Proof

Please send this form with your final set of page proofs.

Journal Name: ___________________________ Vol./Issue____________________

Production will not be scheduled unless the following items are completed. Please initial each item.

____ All pages and/or files included
____ All edits marked in margins of proofs
____ All running heads checked
____ Volume, issue, and date on cover, spine, table of contents, masthead, etc. compared
____ Titles and authors’ names on cover, table of contents, articles, etc. compared
____ Order of materials included if not previously sent
____ Mailing list/disk or labels included or previously sent
____ Completed mailing list verification form included or previously sent
____ Special shipping or mailing instructions included or previously sent
____ Offprint order forms completed and included
____ Quantity and Distribution Order (with total quantity to print) completed and included

Note: Contract Proof corrections are expensive and time consuming. If there are extensive corrections on your revised pages, we suggest another set of revised pages instead of Contract Proofs. Joe Christensen, Inc. will not accept responsibility for any corrections that are not marked on the Contract proof.

Signature_________________________ Date_______ Phone #____________

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