

# GUIDE-KALKHOFF-BURR INCORPORATED

225 VARICK STREET, NEW YORK 14

February 25, 1955

Miss Grace E. Mahon  
Foundation for Economic Education  
Irvington-on-Hudson, N. Y.

Dear Miss Mahon:

This is a new estimate based on revised specifications for the production of the book "Constitution of the United States".

In our opinion the book will make approximately 224 pages but we are starting our prices at 192 pages for double 32's and quoting on 8, 16 and 32 pages additional.

Please note that we have increased the weight of the cover stock to 80 lb. basis, which we consider desirable for a book of this thickness.

As requested, we are quoting on two styles of binding - side wired, cover glued and smythe sewn, cover glued. In this connection we point out that a book with a trimmed size of  $5\frac{1}{4}$ " and a type page of 25 picas side wired, probably would be most unsatisfactory due to the small margin left and right. Even if we allow a binding margin of  $3\frac{1}{2}$  picas (which leaves only 3 picas for the outside margin) much of it would be taken up with the wiring. We therefore suggest serious consideration of smythe sewn style.

We quote based on the following specifications:

QUANTITY		5000 and add'l M
PAGES		192 pages and cover and add'l pages
SIZE		$5\frac{1}{4}$ x $7\frac{1}{2}$
CUTS		if any to be supplied by you
COMPOSITION		set in linotype Century 9 on 10 pt, 2 columns of 12 picas by $36\frac{1}{2}$ picas including folio, except "Questions" which would be 25 pica measure
PAPER	-Inside	50 lb. #66 Warren's Bulking Antique
	-Cover	80 lb. Potomac Cover Antique, regular color
PRESSWORK	-Inside	black
	-Cover	black on page 1 and blind scored for binding
BINDING		side wired, cover glued, trimmed flush (see also prices for smythe sewn)

# PRINTING TRADE CUSTOMS

## QUOTATIONS

All quotations are based upon regular straight time hourly rates of wages and conditions prevailing at date of quotation and are subject to amendment or withdrawal at any time prior to the receipt and acknowledgment by the printer of any acceptance thereof.

## PRICES

All prices are based on the written specifications, the work to be begun at once and carried on continuously until completion. Prices on non-estimated work and reprints of both estimated and non-estimated work are subject to change without notice.

## ORDERS

Orders received and accepted by the printer cannot be cancelled except upon terms that will compensate against loss. The customer guarantees the legal propriety of all matter submitted to the printer for printing and/or publication; and will indemnify the printer against all claims and responsibility arising from the printing and/or publication of such matter, including the legal expenses and disbursements incurred by the printer in contesting the same.

## EXPERIMENTAL WORK

Experimental work performed on orders, such as sketches, drawings, composition, plates, presswork, and materials, whether or not similar to those herein specifically enumerated, will be charged for at current rates.

## SKETCHES AND DUMMIES

Sketches and dummies furnished by the printer shall remain the property of the printer and no use of same shall be made, nor any idea obtained therefrom be used, except upon compensation to be determined by the owner.

## DRAWINGS, ENGRAVINGS AND ELECTROTYPES

Drawings made and manipulated by the printer, and plates made from the printer's original design and the necessary electrotypes used in the printing of the order, remain the exclusive property of the printer, unless otherwise agreed upon in writing.

## PROOFS

Proofs not in excess of two sets, will be submitted with original copy. Corrections, if any, must be plainly written in the margin of the proof and returned with the original copy to the printer marked "O. K." or "O. K. as corrected" and signed by the one duly authorized to pass on same. If revised proof is desired, request must be made for the same when first proof is returned. No responsibility for errors is assumed if work is printed as per customer's "O. K."

## ALTERATIONS

Time consumed by reason of author's alterations of copy, changes made in work or materials, detention of presses, and other delays caused by customer will be charged for at current rates. If, through printer's error, work has to be done over, there will be no extra charge, but if, through customer's error or change of instructions it must be done a second or third time, such extra work will be an additional charge. Such changes will be charged for at current rates for composition or any detention of presses.

## STANDING MATTER FOR BOOK AND JOB WORK

All standing type matter held longer than 30 days is subject to a charge thereafter as follows: periodical, two cents per square inch per month for hand type; linotype and monotype matter, one cent per pound per month; law briefs and cases, five cents per page per month; advertising typography, one-tenth cent per day per square inch.

## PRESSPROOFS

An extra charge will be made for pressproofs when requested unless this form of work is called for when estimate is given. Customer should be present when the form is made ready on the press so that no press time will be lost. Presses standing idle awaiting "O. K." from customer will be charged for at regular production hour rates.

## QUANTITY DELIVERED

As it is practically impossible to produce exact quantities, it is agreed that a margin of ten per cent be allowed for over or short count, same to be charged for or deducted at the per thousand production price, which is the total price of the order, less the preparation expense, pro rated per thousand.

## POSTAL CARDS AND STAMPED ENVELOPES

Since the purchase of postal cards and stamped envelopes involves a cash expenditure, customers must furnish these with their order. If they are not so furnished, an extra charge of 10% of their cost will be made to cover additional services in securing them.

## HANDLING PAPER STOCK

A charge of 1/2c per pound will be made for receiving, opening and handling all paper stock supplied by the customer.

## STORAGE CHARGES

A charge of 10c per 100 pounds per month will be made on all stock held by the printer longer than 30 days, and a similar charge of 10c per 100 pounds per month will be made for the storage of all customer's plates.

## CUSTOMER'S PROPERTY

All plates, cuts, paper and other property are held at customer's risk, and printer assumes no responsibility for loss or damage by fire, water, or from any other cause, whether or not similar to those herein specifically enumerated.

## DELIVERY

Unless otherwise specified, price quoted is F. O. B. customer's sidewalk. All estimates are based on continuous and uninterrupted delivery of complete order, unless specifications distinctly state otherwise.

## TERMS

Net cash, unless otherwise provided in writing. Interest charged on past due accounts. All claims must be made within five days of receipt of goods.

## AGREEMENTS

All agreements are made and all orders accepted contingent upon strikes, fires, accidents, war, unusual market conditions, or other conditions beyond printer's control, whether or not similar to those herein specifically enumerated.

## ARBITRATION

All claims, demands, disputes, differences or controversies and misunderstanding arising under, out of, or in connection with, or in relation to any agreement entered into between printer and customer, shall be submitted to and be determined by ARBITRATION, pursuant to the Arbitration Laws of the State of New York, before the Board of Commercial Arbitration of the Federation of Graphic Arts and Allied Industries of New York City, or in the Tribunal of Justice known as the Court of Arbitration, established and conducted by the American Arbitration Association, and in accordance with its Rules.

February 25, 1955

DELIVERY wrapped in bundles and delivered f.o.b. your office  
in Irvington

TERMS Net cash. This estimate is subject to the Printing  
Trade Customs on reverse side and is also subject to  
price and availability of outside purchases at time  
of purchase by us

PRICES			5000	Add'l
			<u>Copies</u>	<u>M</u>
	192	pages & cover	\$3007.00	\$239.00
	8	" add'l	167.00	14.00
	16	" "	296.00	22.00
	32	" "	768.00	37.00

If the book is Smythe sewn in 32's add to the prices  
for side wired binding:

		5000	Add'l
		<u>Copies</u>	<u>M</u>
	192	pages & cover	\$115.00
	8	" add'l	26.00
	16	" "	23.00
	32	" "	18.00
			\$23.00
			5.20
			4.60
			3.60

Thank you for again affording us the opportunity of quoting. We trust  
you will find our proposal interesting so we may be favored with the business.

Very sincerely yours,

*Lawrence Landsman*

Lawrence Landsman  
Vice President

LL:ek

*5000 - Side wired*

*3007  
768  
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\$3775*

*Price or 10 77 Smythe Sewed -*