

# GUIDE-KALKHOFF-BURR

I N C O R P O R A T E D

225 VARICK STREET, NEW YORK 14

February 14, 1955

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

Dear Miss Mahon:

Thank you for permitting us to submit proposals for the production of the pamphlet "The Constitution of the United States".

We submit for your consideration two sample pages set in Bodoni Book in 2 columns of 19 picas by 53, plus folio. The "text" is set in 10 on 11 pt; the questions in 9 on 10 pt; not shown is the reference copy intended to be set in 10 pt solid.

We estimate the book will make approximately 112 pages, but start our prices at 96 pages because of 6/16 pages sheetwise forms, and quote on 8, 16 and 32 pages additional.

The specifications are as follows:

QUANTITY	500 - 1000 - 5000 and add'l M
PAGES	96 and cover, and additional pages
SIZE	8½ x 11 - no bleed
CUTS	if any to be furnished by you
COMPOSITION	set in linotype as detailed above
PAPER	-Inside various qualities and weights quoted separately -Cover 65 lb. Potomac Cover Antique, regular color (available with correct grain)
PRESSWORK	-Inside black -Cover black on page 1 and wheel scored
BINDING	two saddle wire stitches, trim flush (depending on weight and bulk of paper and number of pages; extra for side wired cover glued quoted separately)
DELIVERY	in cartons f.o.b. your office in Irvington
TERMS	Net cash. Subject to the Printing Trade Customs on reverse side and also subject to price and availability of outside purchases at time of purchase by us

# 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.

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PRICES	<u>96 pp &amp; cover</u>	<u>8 pp addl.</u>	<u>16 pp addl.</u>	<u>32 pp addl.</u>
500 copies	\$1550.00	160.00	305.00	474.00
1000 "	1600.00	168.00	322.00	489.00
5000 "	1996.00	204.00	322.00	589.00
add'l M "	100.00	11.60	15.00	24.75

+ Inside Paper

If the bulk of the book makes it advisable to go into side-wire, cover glued binding, the added cost, including blind scoring for backbone, would be:

	<u>If in 32's</u>	<u>If in 16's</u>
500 copies	\$26.50	\$39.50
1000 "	32.00	51.00
5000 "	71.50	136.00
Add'l M	11.00	24.00

The inside paper runs from a low of \$75.00 per M to a high of \$106.00 per M for 5000 copies 96 pages, depending on weight and quality. For additional pages it would be in proportion. For 500 or 1000 copies it would be proportionately higher.

If you wish more inclusive prices we will be glad to submit them upon selection of the inside paper.

Very sincerely yours,

*Lawrence Landsman*

Lawrence Landsman  
Vice President

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