



Implementation Checklist My Hospital Scrapbook®

Print Quantity: **My Emergency Department Scrapbook™** English _____ Spanish _____

Please provide your complete Bill To (for invoice) and Ship to address below:

Bill To:

Ship To:

Attn:

Attn:

Cover Letter:

Please submit an email or word document with your inside welcome letter. You also have the ability just below the welcome letter to include any communication about the hospital or sponsor if you have one supporting your books.

Just below the letter at the bottom of the page we also can include specific name, address (letter head information) about the hospital. Please supply exact phone, address, and web url you would like us to use.

Art: Medical Memories is a Mac based art department. Supplying the art files in the high resolution (raw art) format is the best way for us to work with your files. If you are just supplying logo's to be placed on the cover and back pocket, no additional art costs will be charged for customizing the covers.

The following formats will require the least amount of manipulation, and incur the lowest artwork charge.

1. **Adobe Illustrator (.ai)**
2. **EPS (.eps)**

When sending art files also include a **PDF** file with the attached art files listed above.

The following formats are acceptable, but only if they are in a high resolution (minimum of **300 dpi**).

1. **TIFF**
2. **GIF**
3. **JPEG**

We can include any pictures you supply. The best quality is when they are at least 300 dpi. When sending let us know if you have a preference for a specific picture to be on the front or back cover.

Please send all digital art files to: craig@medicalmemoriesllc.com

*Please provide us with contact information
in case we have questions or problems with your art files.*

Hospital: _____

Date: _____

Contact: _____ Contact Phone: _____

Email: _____

Web URL for bottom of welcome letter: _____

Main Hospital Address/Phone: _____

Email to: craig@medicalmemoriesllc.com or fax to: 847-478-0780

Use the table below to fill in and forward the list. It is important you provide the hospital name from the sample book for each page selected. MHS custom books can be 16, 24 , 40 pages. (Pricing will be determined by page count and quantity ordered).

Page Number	List Page # from Master List of pages	Description of Page
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
	Beach Scene Sticker page	
		back side of sticker sheet. These cannot change.
		back side of sticker sheet. These cannot change.

	Beach Scene sticker pages	
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
Inside Back Cover (41)		

** The inside back cover for a 40 page book would typically include a pocket. We can adjust this to NOT have a pocket upon request and this would allow you to have a full color page on the inside back cover. Please list in detail your preference.

We can also include any new copy above the pocket for communication.

Pricing will vary with a pocket approx \$.15/book higher vs. a non-pocket version.