



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		
	Activity page on back of sticker sheet, this pages is fixed and cannot be changed	Exercise and Healthy Eating activity page
		Decorate your pages stickers (OR Identify if you want the BEACH SCENE STICKER PAGE)
		Decorate your pages stickers
	Activity page on back of sticker sheet, this pages is fixed and cannot be changed	Back side of stickers is the safety page
13		
14		
15		
16		
17		
18		

19		
20		
21		
22		
23		
24		
Inside Back Cover (25)		