



TEMPLATED MAGAZINE SPREADSHEET

Creating your magazine can be easy with this fillable spreadsheet.

If you have questions or do not understand a section, please call our graphics department for support, we are here to help make this process easy for you. 877-329-0571 extension 1208 or 1307

Customer Name: _____

Name of Publication/Issue Number (ex. "Inspire Health, Issue 31"): _____

Customer Number: _____

Contact Person: _____

1. How many pages will your finished book have ? _____ If you are not sure, call our graphics department with the number of ads and we can help you determine an appropriate page count.
2. How many ads do you plan to upload? _____
3. If the magazine has multiple cover options, please specify which one you wish to use here. _____
4. Do you plan to change the cover with a local picture? _____
5. The cover story is available as a two page or two and a half page spread. Which one would you prefer? _____
6. How many local editorial pages will require design? _____ Templates are found in the template file and named Editorial Templates. Write the template number on the spreadsheet next to the article.
7. What month or season do you want displayed on the cover and inside pages? _____

Page #	Content and Ads List ads and content you would like on this page. Ex: Top Right 1/4 ad - Hickory Daycare Ex: Discover "Name of Article" - Keep	Special Instructions Ex: pictures, template #
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