

MR COPY

501 E 10th St | Corner of 10th & Dunn | www.copysales.com | 334-2679

Hint: check your entire case twice before you make a new PDF. You're tired, and a few minutes spent checking now can prevent an extra round of printing.

IF YOU FIND MISTAKES

1. Correct them in your original files and make new PDFs.
2. Name your new PDFs:

*"Team XXX Main CORRECTION.pdf"
or "Team XXX Strategy CORRECTION.pdf"*

3. Submit them for printing. See the green FTP page in this packet for instructions on how to upload.
4. After your FTP upload is finished, send us an email listing reprints you need. For each filename you submitted tell us the page number in the PDF file, not the number that appears on the printed page.

IMPORTANT: Your page 1 may be page 4 in your PDF (behind the title page and two pages of tables of contents); if you were reprinting page 1, you would tell us page 4.

For example:

Team 497 Main CORRECTION.pdf

Pages 4, 7, 23-29, and 92.

Team 497 Strategy CORRECTION.pdf

Pages 3, 7, 14-20, and 34.

5. You will insert your correction prints into your books later. Keep your prints safe in your box.

Have questions about ICORE printing?
www.copysales.com/icore