

## TERMS OF REFERENCE

NAME OF PROJECT	DESCRIPTION	AMOUNT <i>Php900,000</i>	STATEMENT OF COMPLIANCE
Layout, Printing and Binding of Coffee Table Book on Artworks	<p><b>I. BOOK LAYOUT</b></p> <p>Scope of Work:</p> <p>Layout:</p> <ul style="list-style-type: none"> <li>• Design and create a visually appealing book layout for both print and digital formats, subject to approval.</li> <li>• Format text, headings, subheadings, and other elements consistently throughout the book.</li> <li>• Incorporate images and other visual elements provided by the author/publisher.</li> <li>• Ensure proper placement and alignment of all elements, including text and images.</li> <li>• Create a table of contents, index, and other necessary navigational elements.</li> </ul>		
	<p>Deliverables:</p> <p>Layout:</p> <ul style="list-style-type: none"> <li>• Print-ready and digital-ready book layout files with properly embedded fonts and images.</li> <li>• PDF proofs for approval before finalizing the layout.</li> <li>• Source files used for the layout (if applicable).</li> </ul>		
	<p>Timeline:</p> <p>The project is expected to be completed within 2 months from the start date.</p> <p>A detailed timeline will be provided upon agreement.</p>		
	<p>Acceptance and Approval</p> <p>Upon completion of the layout and editing work, the author/publisher will have the opportunity to review and approve the final output before it is considered finalized.</p>		
	<p>Confidentiality</p> <p>All information, materials, and content provided for this project will be treated as confidential and will</p>		

	not be shared or used for any purpose beyond the scope of this project.		
	<b>II. PRINTING &amp; BINDING</b>		
	Quantity: 300 copies		
	Size: Cover – 27cm. x 27cm. Pages – 26cm. x 26cm.		
	<p>Stock: Book jacket - glossy</p> <p>Cover - Chipboard #30 covered with C2S#120 (Matte laminated); cover title is embossed, subtitle is printed in foil stamping</p> <p>Pages – GSM 120; Matte#120</p> <p>Color: Full colors - both sides print (inside pages) Full colors, 1 side printing (cover &amp; jacket)</p>		
	No. of pages: 300 pages (content); 8 pages (cover)		
	Process: Computer to Plate (CTP) printing with plastic lamination, folding, scoring, smyth sewing and perfect binding (hardbound)		
	Printing of one (1) mock-up before submission of final draft before printing		
	Delivery: Twenty (20) days after approval of final proofs		
	Mode of Payment: Send Bill		

Conforme:

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Signature over printed name

\_\_\_\_\_  
Contact number

\_\_\_\_\_  
Email address

Business Permit No. \_\_\_\_\_

Tax Identification No. \_\_\_\_\_