PaperClip Communications Brochure Customization Instructions

Thank you for your interest in our customized brochure!

Your customization entitles you to the following:
- Front page customized with your institution or department logo
- Inside page footer customized with your school's name and/or website (or similar)
- Full two pages customized with your campus-specific information

To customize, please send the following items to info@paper-clip.com:

1. A high-quality image file of your logo. Acceptable file types include .eps, .ai, .png, .psd. If you have several file types or are unsure of the image quality, please feel free to send us multiple files and we can assess which is the best to use. If your school has a Brand Standards page on your website where we are able to download your logo, please feel free to direct us to that page.

2. A Word Document containing the content that you would like included on the two custom pages of the brochure. We recommend 300 words or less per page for best fit. Our graphic design team will lay out your custom content to fit with the style and format of the brochure.

Once our designer has laid out your custom content, you will be sent a proof for review and approval. Should you require any changes to your custom layout, simply let our designer know and you will be sent a second updated proof for approval. Once approved, your file will be finalized for print and/or digital distribution depending on your purchase.

If you have any questions, please feel free to contact us at info@paper-clip.com.