

## How To Prep Your Comic Book For Submission

Follow these **10 steps** to prep your comic book before submitting it to Cosmic Reads® to be signed at a convention.

### Step 1

Grab your bagged and boarded comic book and your Signature Window© sticker.



### Step 2

Determine approximately where you want the signature to appear on the comic book.

### Step 3

Place the sticker on the bagged/boarded comic in the location where you want the signature.



### Step 4

Remove the comic book from the bag. **VERY IMPORTANT**



### Step 5

Very carefully cut out a hole in the comic book bag, inside the sticker, using it as a guide.



### Step 6

Remove the excess plastic and put your comic book back into the bag (leave the brown tape on the bag)



### Step 7

Very carefully put your comic book back into the bag.



### Step 8

Be sure to create/log in to your CBCS account and create your Submission Form by clicking "Submit Your Comic" and filling out the form. Once the form is complete, print it out. Take note of the Submission Number.

[www.cbcscomics.com](http://www.cbcscomics.com)

### Step 9

Type the following information into a word document, print it, cut it out, and place it in the back of the bagged comic (so it can be seen on the back of the bagged/boarded comic book):

Your Name

Your CBCS Member Number

Your Phone Number

Your Submission/Invoice Number

Then tape the bag closed.



### Step 10

Take your CBCS Submission Form and mail it with your comic book to the following address:

Cosmic Reads Submissions

Attn: Jeremy Clifford

5363 SE Harney Dr

Portland, OR 97206

**Disclaimer:** These instructions are meant as a general guide for prepping comics. Use your own judgement and common sense when prepping a comic book. Cosmic Reads® takes no responsibility for any damage done to the comic book or the preparer by failure to follow these guides or any other guides when prepping a comic book. By using this guide you agree to do so at your own risk.

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