

- Editorial Work

This involves the creation of the book outline, content theme and chapters, research of the book including interviews, writing, editing, captioning, proofreading, revisions, modifications until final approval of the entire write-up and layout.

- Photography

Photography includes the photoshoot for needed pictures as well as editing of pictures if needed. Images and photos should be high-quality.

- Printing

This also includes color proofing, scanning and color correction. The printing quality must be consistent throughout the pages, rich, accurate and full color with no misaligned images or blurred texts. The edges should also be sharp and clean with sturdy and neat book binding as well as properly fitting dust jacket.

Approval of final proof is upon the discretion of the President, PPSC.

## II. BOOK SPECIFICATIONS

<b>Project:</b>	<b>Production and Delivery of PPSC Coffee Table Book</b>
<b>Quantity:</b>	1,000 copies
<b>Number of Pages:</b>	204-240 pages including covers and end papers/flyleaf
<b>Size:</b>	12" x 12"
<b>Dust Jacket Specifications</b>	Stock: C2S/Matte 180 Color: Full Color with plastic/matte lamination one side with embossing two side
<b>Hardbound Cover:</b>	Pasteboard 20 wrap in Imithlin cover - blue With one color stamping – silver
<b>Inside Pages and Flyleaf:</b>	Stock: C2S or Matte 120 Color: Full Color
<b>Printing Process:</b>	Offset and Digital printing
<b>Binding:</b>	Smythe Hardbound

**Approved/Disapproved:**

  
**RICARDO F. DE LEON, Ph.D.**  
President, PPSC