

You can **Produce and Distribute *Beginnings Guides***

Beginnings Guides are now available as digital files provided direct to your printing service to produce materials according to your needs. Here is how it works:

We are offering a limited use license that grants your program, agency, company or school rights to print and distribute the *Beginnings Guides* products. Choose all or parts of the *Pregnancy Guide* and/or *Parents Guide* in English or Spanish. Order any quantity. You can collaborate with another group to share costs. You can give *Beginnings* to families you serve, or sell them to other programs or as a fundraiser.

Help protect our copyrights. The license does *not* include posting any contact anywhere on the internet or in other media. It prohibits any changes to the text, images or design, with one exception.

Personalize your keepsake folders. On the folders, you can insert into otherwise blank spaces your program name, contact information, anything you want readers to remember about you and your service.

Costs will depend on the quantity of each item you print and on the printer. The more you print at one time, the lower your cost per item.

Printers can use these specifications and view the materials to formulate a bid. Unless you have an in-house or contract printer, you may want to get several bids and printed samples. Check with your local hospital, university and utility company as well as commercial printers. Choose the best combination of quality, cost and turnaround time. Using a local printer will save shipping costs. Alternatively, we can refer you to a Seattle printer who knows and loves *Beginnings* and will do a great job for you at a fair price.

Retain *Beginnings Guides* quality. Your printer of choice will be required to use the same type and quality of paper, and to match the colors precisely. This is important: your materials speak for you and reflect the quality of your service.

Here is the process: Once your legal team has reviewed the license and we have finalized the details, and you've selected your printer, you'll be ready to run the presses. Since *Beginnings Guides* are copyrighted materials, the printer will need written permission to print them for you. Permission is authorized through a form provided as part of the license. On the form you will indicate how many

of each item you intend to produce. Upon receipt of the form with your signature and the printer's signature, we will invoice you for the **license fee** of \$0.50 per item to be printed. Upon receipt of your payment or purchase order, we will authorize printing and provide the printer complete files for the items you are using and, to the limits of our capacity, any assistance the printer may need. The printer will invoice you directly for the cost of printing.

We love being part of your good work. Contact me with questions or to schedule a conversation about how you can produce *Beginnings Guides* locally and use them to support your program.

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