

-The Top Ten Rules for Handbooks-

These rules are written in stone! Follow these instructions for easy and correct handbook file submissions. You may provide your handbook as an electronic file, or as a printed hardcopy (if the size is correct).

HANDBOOK RULES

1. Submit handbooks **ONLY** in Microsoft Word™ or as a PDF.
2. PDF's (with embedded fonts) are **STRONGLY** encouraged.
3. If submitting your handbook in Microsoft Word™, **ONLY** use Times, Helvetica, and/or Arial fonts.
4. Clearly label all hardcopies, CD's, or emails with the school's name, city & state.
5. Always use the correct handbook templates.
6. Email handbooks to sales@successbydesign.com. A confirmation email will be sent upon receipt.
7. If submitting your handbook as a hardcopy, send a clean, clear hardcopy. Do **NOT** fold or staple your document.
8. If a Table of Contents is included, double check the page number listed to the actual page.
9. Check all dates & confirm pages flow correctly.
10. **CAREFULLY** check for spelling and/or grammatical errors. **HANDBOOKS ARE NOT PROOFED BY SBD.**

Call us at 1-800-327-0057 if you have any questions about submitting your handbook.