

ONLINE COVER ORDERING

STANDARD COVER ORDER CENTER INSTRUCTIONS

Choose your standard cover, add and preview your overprint, and submit to Memory Book all from your own computer! If you want to upgrade your yearbook and have the school name and year in gold, silver, red, or black foil for an additional charge, please do not continue; notify your Sales Consultant immediately.

Step 1 - Account Login

To log in, simply open your internet browser and go to: coverorders.memorybook.com, enter the username (job number) and password (Adviser) emailed to you by your sales consultant. If you can't find that email, give us a call, and we will provide the information needed.

Your account can be accessed with your Job Number (User Name) and Password. Please do not enter your email address below.

Email or Username
Email or Username

Password
Password

Login

Reset password
Create an account

Step 2 - Choose Cover Type

Click on Yearbook Covers then choose between Customizable Standard Cover or Standard Covers.

Step 3 - Choose Binding Type

Choose the type of binding you have already discussed with your Sales Consultant. Hardback books include both casebound and Smythe-sewn, and softback books include saddle-stitched, perfect bound, and coil bound books.

Please Click Hardback Button Below If Your Binding Style Is

Please Click Softback Button Below If Your Binding Style Is

Casebound (glued)
Smythe-Sewn (sewn)

Saddle Stitched (stapled)
Perfect Bound (glued)
Coil Bound (spiral)

All Products > Yearbook Covers > Standard Covers

Hardback Covers Softback Covers

Hardback Softback

Step 4 - Enter Quantity

Enter the highest possible estimate of the number of books you will be purchasing in the Number of Copies field indicated, enter Number of Pages, Lamination and then Binding Style. Click on the Customize Order button. Note: You may modify the Number of Copies and Number of Pages when you submit your yearbook files.

Stone Washed HB Standard

Number of Copies (Highest Estimate)
Number of Pages (Estimate)
Lamination
Binding Style

Ship To
Jessica Mahin, 3131 West Mal...

Additional Instructions

Customize Order

Back to Catalog Shopping Cart

Product Catalog
1 Products

Contact Us
Questions?
Give Us a Call at
1-800-247-1526
www.memorybook.com

Click the cover on the left for a larger preview.

Please enter:
Number of Copies
Number of Pages
Binding Style

Click Customize Order to proceed.

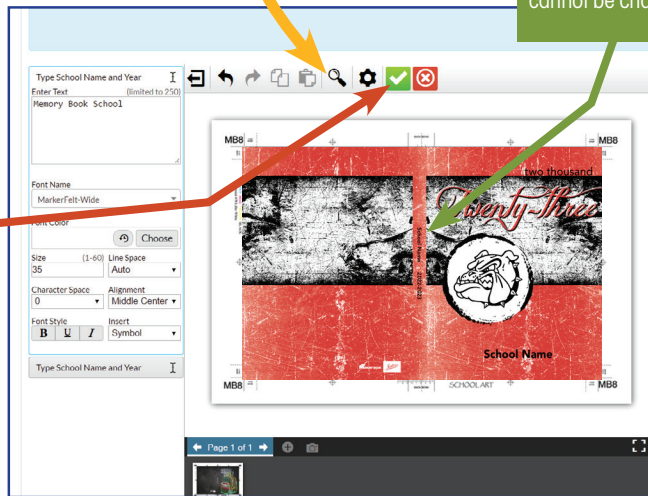
Step 5 - Enter Your Overprint Information for Standard Covers

On the next screen, type your school name exactly as you would like it to appear on your cover. The program also allows you to type additional lines of text depending on the cover chosen (This could include school year, address, etc.). The final optional line of text (for hardback and casebound books only) will add text to the spine of your yearbook. Once the cover is correct, click on the green check icon. This will generate a final proof of your cover. You will have to check "I accept the conditions" here to move on to the Checkout screen.

Having trouble seeing your cover?
Change the "size" here to preview your cover.

Spine text size is standard and cannot be changed.

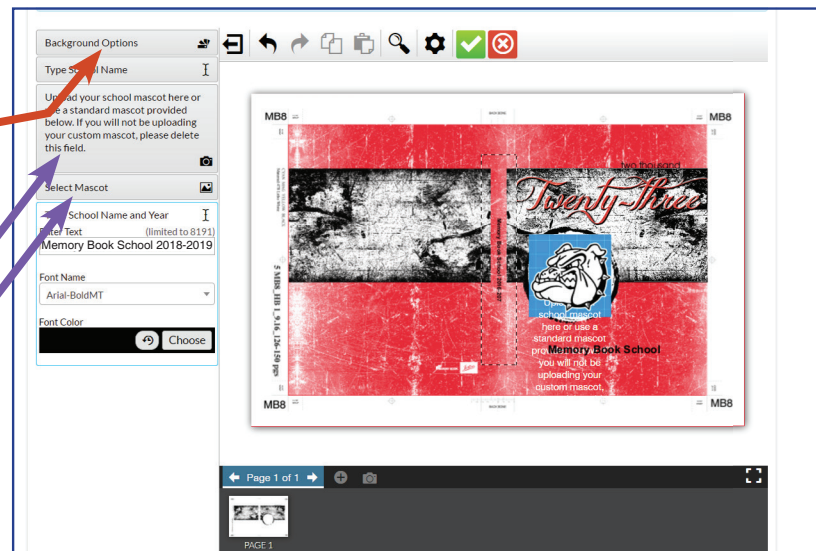
Add to Cart
After typing school name and year (if applicable), select the green check mark icon.



Step 5B - Enter Your Overprint Information for Customizable Standard Covers

Background Option
This allows you to choose what color you want the background of your cover to be.

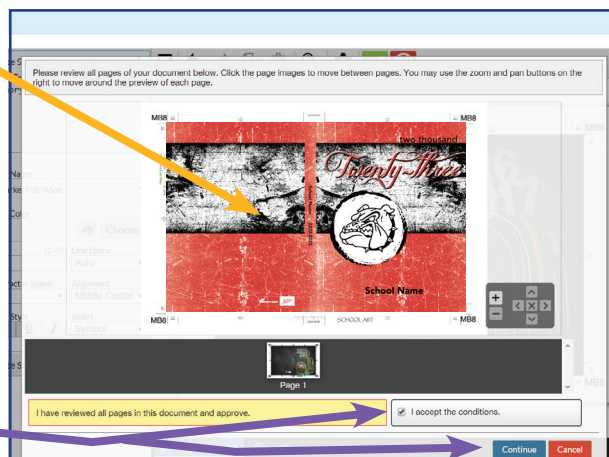
Mascot
Select a Mascot from the provided list or upload your own.



Step 6 - Approve your yearbook cover

Want to create your own proof to keep?
Right-click on the image, and save it to your desktop.
You now have a proof you can print and view at any time!

Please check your cover carefully.
Checking this button (I accept the conditions) and clicking Continue will be your way of approving your cover for press. You will NOT receive a proof of your cover before it is printed.



Step 7 - Shopping Cart

In the Shopping Cart, check that the proper quantity is added. If a change needs to be made, click on edit and add the proper number. Advance to the edit screen for additional changes to the cover content. If the cover is correct, advance to the Checkout screen.

Shopping Cart

1 Item Shipping To
Memory Book Customer
3131 West Main
Sedalia, MO 65301

Shipping options
Memory Book Company

Continue Shopping
Proceed to Checkout

Jam Packed HB Standard 250

Job Item Name
Memory Book School 2019-2020

Ship To
Memory Book Customer, 304 Curry Dr. Sedalia, Mo

Details
Number of Copies (Highest Estimate) = 250
Number of Pages (Estimate) = 52
Lamination = Matte (Additional Charge)
Binding Style = Casebound (glued)

Step 8 - Checkout

In the Checkout screen, make sure your school's billing address is correct (school will not be billed) and enter school code. Your school code is printed on the letter provided in your yearbook kit. It can also be obtained by calling your Sales Consultant. Click Submit Order to complete your cover order.

Need to update your email information?

Once in the Checkout screen, you have the ability to change your email address and billing information. To do so, click 'Add an address to this list'. Change any information necessary and click 'Shopping Cart' to proceed back to the checkout screen.

Thank you for your order. A summary of your order is below. You may want to print this page for your records. Clicking the Expand All below will allow you to see a proof. The proof of your design will take 3-5 minutes to replace the current image of the cover you selected. Refresh or reload your page periodically until the new proof is displayed. Memory Book Company does not guarantee the color and contrast displayed on a computer or personal printer.

Order #173

PO Number: n/a Bill To: John Lenczner
Order Date: 11/15/2022 8:12 AM (Happy Trails Lane, Utopia, MO 65301)

Ordered By: John Lenczner
tast@tast.com

Notes: No notes for this order.

Order Form Information

School Address and School Code
School Code: 6 digits: 054231
Name Of Your School: Test Testing Test
Street Address: Test
City: Test
State: AL
Zip: 05301

Logout All
Return HB Standard Total Items: 200 Approved Print Summary

Checkout

Please fill out the following information before completing your order.

Additional Information

1. Enter School Code (User Name) or MBO Account Number *

Payment Information

Submit Order

Billing Address

Memory Book Customer
Memory Book Lane
Yearbook City, State 65301

Add an address to this list.

Comments or other information about this order (optional)

Order Item Summary

Step 9 - Order Confirmation

This is your order confirmation. Please click Print Summary. Clicking the Expand All will allow you to see a proof. The proof of your design will take 3-5 minutes to replace the current image of the cover you selected. Refresh or reload your page periodically until the new proof is displayed.

You will receive a confirmation email that Memory Book has received your online order.

