Don’t miss out on your opportunity to customize your yearbook cover with your school name. Ordering is easy:

- go to the online cover order center
- log in with information provided
- select a cover
- enter your text
- approve your instant online proof
- submit your order

Overprinting is available at no charge on standard softback or hardback covers with the regular text size, color and font if information is submitted by November 15th. Font size, color and options vary by cover design. Any modifications will be an additional charge.

Schools submitting business agreements after October 15 will have 30 days to select a cover and receive overprinting for free. If a cover is not selected within 30 days a $100 charge will be imposed for overprinting.
Online Cover Order Center

Standard Cover Order Center Instructions

Choose your standard cover, add and preview your overprint, and submit to Memory Book Company 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.

**Step 2 - Choose Cover Type**

Click on Yearbook Covers then choose between Customizable Standard Cover (page 47 for details), Standard Covers or You Design It (page 49 for details).

**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.

**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.
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 book. 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 check out 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.

See more information about Customizable Standard Covers on page 47
Step 6 - Approve your book 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.
Step 8 - Checkout

In the Checkout screen make sure your school’s billing address is correct 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.

Step 9 - Order Confirmation

This is your order confirmation.

Please click **Print Summary**.

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.

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