



SharperTraining

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Build-A-Book Series

Build-A-Book allows you the creativity and flexibility to design your own customized training manuals for a fraction of the cost of traditional print. Get the details about this exciting and affordable program and order yours today!

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Q. What does each Build-a-Book customized training manual contain?

A. Each Build-A-Book manual you create will contain:

- Any chapters you choose from any Quick Steps Office XP manual ()
- Front cover with your company logo ()
- Title page
- Table of contents

- Individual chapters
- Back cover
- CD with data files for the hands-on exercises

Q. What format are the manuals delivered in?

A. You can choose to receive your Build-A-Book order in one of three formats:

- A printed, spiral-bound manual with covers – complete and ready to go!
- “Loose leaf” printed chapters and covers that you bind yourself. (Chapters are shrink wrapped separately with a slip-sheet for easy assembly.)
- Downloadable PDF files that you print and bind yourself with unlimited duplication rights.

Note: This option cannot be purchased via the internet at this time. [Click here](#) to contact us for details.

Q. What is the cost for creating Build-A-Book manuals?

A. The cost depends on which format you choose to have your manuals delivered in. We can do all the work and ship you beautiful, complete customized training manuals that are ready to go. There is a small \$25.00 setup fee per order for this option. So, if you order 25 books, it equals \$1.00 per book. Also, we can send you all the pages and you can bind the manual yourself. We gladly waive the setup fee for this option. Or – you can download PDF files online in order to print and bind the manuals yourself.

	Spiral Bound	Unbound	Download
Setup Fee Per Order	\$25.00	--	
Per Book Fee	\$4.00	\$4.00	
Per Chapter Fee	\$1.50	\$1.50	\$75.00*
	for an example	for an example	
<p>Note: Pricing does not include shipping or tax. *This option cannot be purchased via the internet at this time. to contact us for details.</p>			

Q. Can you give me an example of how the pricing works?

A. Below is an example of a spiral bound and unbound order:

Joe has a custom class coming up for 1/2 day training. He has four fe. he needs to teach so he will select four chapters. He will have 25 stud The pricing difference in delivery options is listed below.

Spiral bound manuals

Setup fee: (Per order, not per book)	\$25.00
Book fee (\$4.00 each) x 25 books	\$100.00
Chapter fee: 4 chapters x \$1.50 = \$6.00 x 25 books	\$150.00
Total price:	\$275.00
Per book price: \$11.00	

Unbound manuals

Setup fee:	WAIVED
Book fee (\$4.00 each) x 25 books	\$100.00
Chapter fee: 4 chapters x \$1.50 = \$6.00 x 25 books	\$150.00
Total price:	\$250.00
Per book price: \$10.00	

Q. How much is shipping?

A. We offer you several choices when it comes to shipping. Choose whichever delivery timeframe suits you best. to determine transit time for UPS Ground.

The following chart allows you to calculate your shipping fees. If the calculated amount is **less than** the minimum amount, you will be cha the minimum shipping amount. Otherwise you will be charged the

calculated amount.

Shipping Method	Order Charge	Per Book Charge	Minimur Charge
UPS Ground	\$ 4.50	\$1.00	\$ 7.00
3-day	\$ 5.50	\$2.45	\$12.00
2-day	\$ 7.00	\$2.55	\$13.00
Overnight	\$10.50	\$2.75	\$15.00

To calculate the cost:

1. Determine the shipping method.
2. Multiple the number of books by the per book charge.
3. Add the order charge.

For example: Joe orders 20 training manuals to be shipped UPS Grc
 \$1.00 per book charge x 20 manuals: \$20.00
 Plus order charge: $\begin{array}{r} + 4.50 \\ \hline \end{array}$
 \$24.50

The calculated amount is over the minimum \$7.00 fee for UPS Ground total shipping charge is \$24.50.

Q. How fast can I receive my order?

A. Regardless of the size or your order, we rush it through our printir facility so you can have it as soon as possible. Orders are shipped wil hours!

You can determine the average shipping time for UPS Ground by usin
 . Please remember to **add 3 days (72 hours) to the estimate shipping time** for your total delivery time.

Q. How is my logo incorporated into the manual?

A. Your logo replaces the SharperTraining.com logo in the bottom rig hand corner of the cover. Your logo will be printed in black and white black ink only). We do not print logos in color at this time. view our logo specifications.

Ready to send us your logo? to email us your logo. Please e your company name and order number in the body of the email. If yc

any questions or need assistance please contact us at (800) 419-7421 to send a request for assistance.

Q. Can I order different custom books on the same order?

A. No, you will need to place your order for different custom books on separate orders. However, if you want to order several copies of the same custom book that is accomplished in one order. When you are creating your custom manual you will be asked to enter the total number of books that you need. For example, if you create a custom book titled "Automating Task using Word 2002" you can order 1 or 200 on the same order.

Q. Can I see a list of available chapters?

A. Yes, you can click on the "Chapters" link to see a listing of available chapters. As you build your custom manual you will be able to view more information on what is covered in each chapter.

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SharperTraining

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