

# GET STARTED

# Information Products

## FIRST STEPS

1. If you don't already have a Vervante Author Account, please establish one [here](#). It's quick and easy.
2. Need a **quote** for your information product? Review the details of the many possibilities for information products below. Then send us an email at [customerservice@vervante.com](mailto:customerservice@vervante.com) to let us know the specification of your information product and how it will be packaged. You can view our product catalog [here](#) to view our wide array of packaging options for your product.

## EXPERT TIPS

**Print files:** If you would like your product packaged in a 3-ring binder, we need one PDF of the text and a PDF for the front, back and spine of the binder. If you would like tabs inserted into the binder, we need to know what the tab titles are and where to insert them into the text. For example: Lesson 1 before page 1, Lesson 2 before page 23, etc. If the text is printed 2-sided, tabs cannot be inserted before an even numbered page since the even numbered page is the second side of the sheet of paper. You may need to insert blank pages into your PDF to ensure that the chapter or sections all start with an odd number.

**Adding extra items:** You are welcome to include items with your information product that we don't produce such as a t-shirt, special markers or a gift for your customer. Please include this information with your quote request. We will assign a part number to these items and you can send these to our production facility. Please include the part number when you send these items. We'll receive the items into inventory and you can keep track of the quantities by checking your Inventory Report available from your Author Dashboard.

If your information product includes any of the other products we offer, you may want to review the Getting Started Guides for those products as well: [Perfect Bound Books](#), [Spiral Bound Books](#), [Saddle-Stitched Books](#), [CDs & DVDs](#), [USB Flash Drives](#), [Card Decks](#), [Cards](#), [Calendars](#), [Posters](#), [Certificates](#), [Newsletters](#), [Notepads](#) and [Bookmarks](#).

## START PRODUCTION

Once you have your print files ready you can upload these from the Send Files link via your Vervante Author Dashboard.

Within 48 hours our team will download the files, review your specification document and let you know if we have any questions. If there are no issues with your files, we will add the information product to your Vervante Author Account. You will receive an email within 48 hours notifying you that your information product is now available for ordering.

We recommend that you order a copy for review. Once you receive the info product, you can let us know if you would like changes. If you want to make changes all you need to do is upload corrected PDFs. And, remember, we don't charge for changes, there are no set up fees and no minimums.

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Still have questions? We have a lot of resources ready to help you. See the Additional Resources section below. And, if you still have questions we are here to help. Just email us at [customerservice@vervante.com](mailto:customerservice@vervante.com).

## ADDITIONAL RESOURCES

Need samples? [Order here.](#)

Download the complete [Vervante Product Catalog](#)

Access our full library of [Expert Guides](#)

[Print Specifications](#)