

## Commissioned Manuals

### Commissioned Manuals - The Process

#### 1. Set-up

The initial set up fee is £300 + VAT, this includes your first 0-200 signs. If you would like more signs, they cost £2.50 +VAT per sign. You need to provide us with the information necessary for us to send you an invoice (invoicing address, establishment, name of the person paying and an order number).

The book will be printed on ivory paper. If you would like different coloured sections there will be a surcharge of 20% on the cost of the individual manual. *Please indicate on the form the title and colour of each section.*

We provide all the following sections (which are underlined) but we need some things from you, which are stated underneath each heading.

**\* No work will commence on any commissioned work until payment has been received. Turnaround thereafter is 15 working days from payment received date. Any delays will be communicated via email and you should ensure that you provide all of the information at this stage to prevent unnecessary delays.**

#### Format of the Manual

The manual can be A5 or A4. The layout of the signing pages are “9 on A4” by default, but we also offer “4 on A4”, “2 on A4” (landscape), “1 on A4”, “4 on A5” and “1 on A5”. Please let us know which you would like.

##### Front Cover

We can create a simple front cover, which is included in the set-up fee. You may use your own imagery or photos, which you'll need to send to us by email. Please check with copyright owners of any imagery you wish to use (you indemnify Signalong against any claims for breach of copyright). Front covers will include the Signalong logo and must **not** contain more than 50% colour and will be printed on a white cover.

##### Title

What would you like to call the manual?

##### Publication Page

You need to tell us whom to add under the “Acknowledgements” heading and whom to add under the “Enquiries to” heading.

##### Contents

A list of the sections with the signs required in each section or a list of the signs if you want them set out alphabetically. After you have submitted a list of signs, you will not be able to add any additional signs.

##### Introduction

You need to provide us with a brief introduction to the manual.

##### Yellow pages (signing skills)

## Pages of Signs

You need to supply us with a list of signs by filling out the “Sign form”. You must fill out the form in the order you would like the signs to appear in the manual.

- Please indicate where new chapters begin by filling in the chapter column.
- Please also let us know the context so we can get it right for you.
- Please state whether a verb, noun etc.

## One sign or two?

- Each noun, verb, adjective, preposition etc... counts as 1 sign.
- School dinner counts as 2 signs as “school” is an adjective, and “dinner” is a noun.

## New drawings

2 signs can be combined into 1 sign. The signs have to be re-drawn again to match each other. There will be an additional charge of £5 + VAT per combined drawing.

(There is no “new drawing” charge if it’s in the Signalong Index.)

## New signs

If a new sign needs to be drawn which is specific to a school, establishment, local area, group or individual and doesn’t apply to the rest of the population, there will be a charge of £10 + VAT per sign.

## Chapter title pages

You can have Signalong make you a simple illustration for each chapter for £10 + VAT per drawing (please let us know if you want something drawn in particular). You could also use your own illustrations at no charge. Please ensure that the illustrations you provide are of a decent resolution for printing (300 ppi). Please check with copyright owners of any imagery you wish to use. (You indemnify Signalong against any claims for breach of copyright).

## Index

You don’t have to have an index if your signs are alphabetical in the manual, they will be included in a contents page. The index will only be created once the rest of the manual has been approved.

## **2. Proof Copy**

We shall post you a proof copy on red paper. This is your chance to proof read the entire manual and let us know if there are any mistakes. Please return the proof copy in the post with any notes you have. You'll be given an estimation of the price. 1st and 2nd proof copies are included in the set-up fee; any additional proof copies shall cost £25 + VAT. Please note that at this stage if any additional work is required, an additional development fee, charged at our discretion will apply.

## **3. Alterations**

We shall make any alterations within reason. We will not make big alterations free of charge if Signalong is not at fault.

## **4. Ordering**

Now the manual is completed you may place your orders. The price of the manual is based on the amount of paper used, and the number of signs (N.B. there is a 15% surcharge for coloured paper). This is detailed to you once the manual is complete and you receive 25% discount as the commissioner, and 1 complimentary copy of your completed manual. Prices are subject to an annual price increase at Signalong's discretion.

## Commissioned Manuals

### Commissioner Details

Estimated number of signs..... Estimated Cost..... + VAT

Please circle your desired layout

The layout will be: "9 on A4"(default), "4 on A4", "2 on A4"(landscape), "1 on A4", "4 on A5", "1 on A5".

Title.....

Front cover: I have obtained all the necessary permissions for images provided ☐

**Nb. We cannot go ahead if this box is not checked.**

Acknowledgements .....

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Enquiries should be sent to .....

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Introduction: this will be emailed before the completion of the manual ☐

Signalong may include your manual in its publication list. To opt out, tick this box ☐  
(Please note that this will make a difference to the details you give at "Enquiries" above)

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Please fill in this form and return it with your list of signs to: [business@signalong.org.uk](mailto:business@signalong.org.uk)

Please indicate where new sections/chapters begin on the form and give section/chapter title.  
The sign list form (page 3) may be duplicated as many times as necessary.

My emergency contact details in case of queries.....

Signature..... Date.....

Please print your name .....

## Commissioner & Invoice Payer Details

### Commissioner Details

Name..... Establishment/School.....

Address (For Manuals).....

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\* Please supply us with a means to contact you if you have any queries with the set up

\* Telephone..... Email.....

Signature..... Date.....

### Invoice Payer Details

Order number.....

Establishment..... FAO.....

Address.....

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Telephone..... Email.....

Signature..... Date.....

Page .....	Please fill out each column and make sure that words are non-ambiguous. Please give your word list in the order you would like the signs to appear			
	<b>Chapter (Optional)</b>	<b>Sign</b>	<b>Context</b>	<b>Part of speech</b>
e.g.	Chapter 1 "Camping"	Light	Torch / lamp	Noun
e.g.		Light	Weight	Adjective
e.g.		Light	Not dark	Adjective
e.g.	Chapter 8 "Clothing"	Dress	Item of clothing	Noun
e.g.		Dress	Getting dressed	Verb
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