



## Implementation Checklist My Emergency Department Scrapbook™

Print Quantity: **My Emergency Department Scrapbook™** English \_\_\_\_\_ Spanish \_\_\_\_\_

Please provide your complete Bill To (for invoice) and Ship to address below:

Bill To:

Ship To:

Attn:

Attn:

### Cover Letter:

Please submit an email or word document with your inside welcome letter. You also have the ability just below the welcome letter to include any communication about the hospital or sponsor if you have one supporting your books.

Just below the letter at the bottom of the page we also can include specific name, address (letter head information) about the hospital. Please supply exact phone, address, and web url you would like us to use.

**Art:** Medical Memories is a Mac based art department. Supplying the art files in the high resolution (raw art) format is the best way for us to work with your files. If you are just supplying logo's to be placed on the cover and back pocket, no additional art costs will be charged for customizing the covers.

The following formats will require the least amount of manipulation, and incur the lowest artwork charge.

1. **Adobe Illustrator (.ai)**
2. **EPS (.eps)**

When sending art files also include a **PDF** file with the attached art files listed above.

The following formats are acceptable, but only if they are in a high resolution (minimum of **300 dpi**).

1. **TIFF**
2. **GIF**
3. **JPEG**

We can include any pictures you supply. The best quality is when they are at least 300 dpi. When sending let us know if you have a preference for a specific picture to be on the front or back cover.

Please send all digital art files to: [craig@medicalmemoriesllc.com](mailto:craig@medicalmemoriesllc.com)

*Please provide us with contact information  
in case we have questions or problems with your art files.*

Hospital: \_\_\_\_\_

Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Web URL for bottom of welcome letter: \_\_\_\_\_

Main Hospital Address/Phone: \_\_\_\_\_

**Email to: [craig@medicalmemoriesllc.com](mailto:craig@medicalmemoriesllc.com) or fax to: 847-478-0780**

For every ED book printed each hospital has the flexibility to select your own 9 pages. This will include a personalized welcome letter (please provide in a word document), along with any 8 pages. The 9<sup>th</sup> page is the inside back cover section. Please review all of our books. You can select any page and put them in any order. Use the table below to fill in and forward the list. It is important you provide the hospital name from the sample book you have as no two ED books have been the same.

Page Number	List page # from the master list of pages you view	Description of Page
1		
2		
3		
4		
	Exercise and Healthy Eating activity page	Activity page on back of sticker sheet, this pages is fixed and cannot be changed
	Decorate your pages stickers	
	Decorate your pages stickers	
	Back side of stickers is the safety page	Activity page on back of sticker sheet, this pages is fixed and cannot be changed
5		
6		
7		
8		
Inside Back Cover		