



What is included in the layout package?

1. Layout and typesetting of the main thesis body (text, figure legends, tables, references, chapter title pages, page numbering, running titles, etc.). Applying uniform style (font, letter size, line spacing, etc.) to the entire thesis and inserting figures and/or tables where necessary.
2. Design of cover, invitations, bookmarks (if required), based on existing material (images, figures, etc.) and on your suggestions. Basic alterations / adjustments of the material are also included.
3. Inspecting the quality of material we receive, technical corrections and preparation for press (if required).
4. Unlimited corrections of errors caused by Off Page during the layout process. It can happen that some original text formatting is lost or altered (during importing from Word), symbols are not displayed correctly, etc. We will always correct all such issues free of extra charge.
5. Unlimited corrections / adjustments of the first chapter layout (please consult section 'How we work' for more details). **Important:** after you accept the first chapter layout, major adjustments of style that affect the entire book will only be possible for an extra charge of 20 € (+ 6 % BTW) per hour. Examples of major adjustments include changing font style or size, line spacing, margin size, paragraph indentation or spacing, etc.
6. **Up to 3 rounds of layout-related corrections** of the complete book file. These corrections include layout-related issues only (for instance: resizing / rearranging figures or tables).
7. **Up to 50 textual corrections.** If required, we will introduce, free of extra charge, up to 50 corrections (you will be able to mark them in the PDF file that you will receive for review). Each of the following examples is counted as a single textual correction:
 - replacing or adding a single character, word or sentence,
 - correcting a single typo, adding punctuation,
 - changing case of a single letter / word / sentence,
 - introducing a single superscript / subscript formatting change.

We will charge you **20 € per hour** (+6 % BTW) if more than 50 corrections are required. The intention of this limitation is to encourage you to only send us corrected and finalized documents that do not require any corrections.

What is not included in the layout package?

1. Adjustments / corrections of the **contents** of the figures / graphs / charts / etc. These adjustments can be requested for an additional fee of **20 €** per hour (+6 % BTW).
2. Creation of original cover artwork (artistic drawings / illustrations). Our cover design service is based exclusively on material that we receive from you or purchase from external providers. For high-quality cover artwork we recommend visiting www.shutterstock.com or www.dreamstime.com. These websites offer high-quality images and non-exclusive right for use in publications such as PhD thesis. A single image costs around 15 €. We can purchase the artwork of your choice (the price will be added to your invoice).



Price

For a book of up to 200 pages (as counted after layout is completed) we offer a package deal that includes all services mentioned above for a fixed price of **399 € + 6 % BTW**. For every additional page we will charge 1 € (+ 6 % BTW) extra. For instance, if the finalized book PDF contains 230 pages, the layout package will cost 399 € + 30 € + 6% BTW = 454.78 €.

How we work?

1. First, we will activate your personal homepage on our server. Once logged in, you will be able to upload files, review intermediate book versions and more.
2. On your homepage, you will find samples of books created by Off Page. Based on these samples and / or your own ideas, you will suggest the initial design of the book.
3. We will then ask for material (text documents, figures, tables, etc.) of one completed and finalized chapter. We suggest sending us a chapter that contains all design elements that are present in the book (tables, figures, references, etc.). After receiving the material and your suggestions, we will layout this first chapter and send you, via your personal homepage, a fully formatted PDF file. You will be able to add your comments / remarks on any feature you don't like or would like to be changed, removed or added. After we receive your comments, we will implement the changes and again send you the PDF for the next round of comments (and we will repeat these steps until you are fully satisfied with the layout). Please note that after you accept the first chapter layout, major adjustments of style that affect the entire book will only be possible for an extra charge of 20 € (+ 6 % BTW) per hour. Examples of major adjustments include changing font style or size, line spacing, margin size, paragraph indentation or spacing, etc.
4. As soon as material is available, we will apply the same design style to the remaining chapters. At this stage it is very important that all files are proof-read, corrected and finalized before you send them to us. When the layout of the entire book is completed (usually this takes around one week, assuming we receive all necessary material), we will send you a new PDF for corrections. At this stage you can still request (small) changes in the layout and introduce text corrections, if necessary. Major changes of the layout, such as font style or size, line height or paragraph spacing are still possible for an extra charge of 20 € (+ 6 % BTW) per hour (please also see point 3 above).
5. During the layout process we will ask you for material necessary for cover / bookmark / invitation design. You will then receive a PDF containing the design of the cover. After implementing changes and corrections (in a few rounds, if necessary), we will send you the final PDFs for approval. Bookmark / invitation style is usually based on the cover artwork but other designs are also possible.
6. After we finalize all book elements, we will prepare the updated quotation that will reflect the final book parameters and ask you to sign order for printing.