***√ ONE PROOF is included. Edits needed will be invoiced at $20 per additional proof requested. Please make sure all content (and addressing if applicable) is proofread before submitting.  
√*** *Please email 6 photos and this Word doc once complete with your articles to papertruly@gmail.com. B/W Photo editing included.****√******All word counts must be fairly accurate to the guide below****, pricing does not include custom layout adjustments.****√*** *Keep all articles in the same voice (first or third person).****√*** *Word Search and Crossword Puzzle are not customizable.****√*** *Paper Truly promo on page 4 is not customizable at listed price.****√*** *If you’ve ordered* ***Addressing****, please download our template here to set up your list for us:*

*https://papertruly.com/wp-content/uploads/2019/03/Paper-Truly-Addressing-Template.xlsx****√*** *Please use each bullet point below as a header for us so when know exactly which item goes where.  
Example:*

• Photo 1 : use IMG3023

**FRONT PAGE:**  
• Family Name (last name)  
• Main Headline *(5-7 words)*

• Introduction (“Exclusive”) ***(130 words****)*

• Photo 1, must be horizontal

**TOPIC 1:**

• Headline *(2-3 word headline / 2-4 word subhead)*

• Article *(****650 words****) (continues from page 1)*

• Photo 2, must be horizontal *(on front page)*• Quote Call Out *(10-12 words)*

**TOPIC 2:**

• Topic 2 Headline *(2-3 word headline / 2-4 word subhead)*

• Photo caption left of image *(****250 words****)*

• Topic 2 (***560 words***) *(continues from page 1)*

• Photo 3

• Quote Call Out (6 words)

**TOPIC 3:**

• Topic 3 Headline *(2-3 word headline / 2-4 word subhead)*

• Topic 3 (**625 words**) *(continues from page 1)*

• Quote Call Out *(8-10 words)*

**TOPIC 4:**

• Topic 4 Headline *(2-3 word headline / 2-4 word subhead)*

• Topic 4 *(****480 words****) (continues from page 1)*

• Photo 4, must be vertical

**TOPIC 5:**

• Topic 5 Headline *(2-3 word headline / 2-4 word subhead)*

• Topic 5 *(****215 words****)*

**TOPIC 6:**

• Topic 6 Headline *(2-3 word headline / 2-4 word subhead)*

• Topic 6 *(****400 words****)*

• Photo 5

• Photo 6  
 **FUN FACTS:**

• 12 Fun Facts *(****25 words each****)*