

## ***The Guide to Infection Control™*** **Frequently Asked Questions**

### **How many Guides do we want for our organization?**

Because the Guide is designed to be readily available as a quick-reference for your staff, you will want to place them throughout your building(s). Many facilities opt to have at least one copy of the Guide mounted in each department, and to have extra copies on hand for large departments. The Human Resources department will often use the Guides for new employee orientation, so they may want extra copies. You will want to carefully consider the number of Guides you plan to order to take advantage of the volume-based pricing structure.

### **How do we put our Guide to Infection Control™ together?**

Upon your decision to create the Guide for your organization, you will receive preproduction materials to assist you. We will send you an electronic text file that would serve as a starting point for compiling your text. When you send us your text file and logo or artwork, our graphics team will lay out the card sets and cover. You will be provided with proofs of the text and cover for your approval prior to production. You won't need to spend any time formatting the text or designing the cover. Design and format assistance are included in the cost of the Guide.

### **What is the turnaround time?**

Upon your approval of the cover and card set proofs, we will produce your Guides and they will arrive to you within four to six weeks. You will receive a product that is fully assembled and ready to put into service the moment it arrives. It is a good idea to request the wall mounts to arrive before the Guides so they can be installed in advance.

### **Who maintains the computer file for changes?**

We maintain your most recently published text in our computer archives. We can provide this file as an editable PDF or a Word document for noting changes. The edited file can be returned to us for updating. If you have minor changes you can also mark your changes on the card(s) and fax them to us. Upon receipt of your edits and order for revised cards, we will create proofs incorporating the changes and submit them back for approval. Upon your final approval we will print the revised card(s) and ship them to you in collated sets for easy installation.

### **What are the benefits of the Guide?**

- It can help you satisfy OSHA and your own requirements for safety information.
- The Guide is a permanent product that has a useful life of many years.
- It can be easily updated as information in your organization changes.
- The Guide is customized to meet your organization's needs.

**For further assistance answering any additional questions, please contact one of our account representatives at 800-637-8525.**