

Formatting a Funeral Program

***to be printed by Berg Mortuary**

801-373-1841 ♦ info@BergMortuary.com

Deadline to receive your program:

Day/Date

Time

***Microsoft Word**

Formatted in a 4 page spread

Page Setup:

Margins: .5 on all sides

Paper: 5.5 width

8.5 height

Enter 4 separate pages-
save in one document:

Page 1—Front Cover

Page 2—Inside Left

Page 3—Inside Right

Page 4—Back Cover

***Microsoft Word**

Formatted in a 2 page spread

Page Layout:

Orientation: Landscape

Columns: More Columns

Two Columns

Spacing: 1.0”

Apply to: Whole Document

Page Setup:

Margins: .5 on all sides

Paper: 8.5” x 11”

Document is now 2 pages in one document:

Page 1—Back page Left / Front Cover

Right

Page 2—Inside Left / Inside Right

Save document as a .pdf file and email to us by the above Deadline Day/Date/Time.

Include your name and phone number so we can contact you.

Call us to verify that your email was received or if you have any questions.

If possible, please plan to come in to approve the final printed copy on the paper selected.

Color Options (Please discuss with us):

1. Two-side color – Included with most funeral packages
2. Black and white – Older pre-needs (pre-purchased funeral plans) may only include black and white programs. One or two-side color is available. It is the most common for the front and back to be in color if you choose one-side color. Ask us if you are interested in either of these options.
3. We are unable to change .pdf files. The text and all photos/images on all black and white pages must be formatted as black and white by you.

***If we need to retype or reformat your program to accommodate our printing parameters, you will be charged the normal \$40.00 set-up fee.**