

# Formatting a Funeral Program

Berg Mortuary  
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Deadline to receive your program: \_\_\_\_\_  
Day/Date Time

Microsoft Word

Page Setup:

Margins: .5 on all sides

Paper: 5.5 width

8.5 height

Enter as 4 separate pages in one document:

Page 1—Front Cover

Page 2—Inside Left

Page 3—Inside Right

Page 4—Back Cover

Save document as a .pdf file and email to us.

Include your phone number so we can reach you.

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

Please plan to come in to approve the final printed copy on the paper selected.

If the program is formatted in a two-page spread, our printer will be able to print it; it just will not fold it automatically. In this case, you will be required to pay \$25.00 for us to fold 200 programs for you.

Options (Please discuss with us):

1. \*One-side color – Included with most funeral packages. Some pre-needs may not include color so there would be an additional charge. It is the most common for the front and back to be in color.
2. Two-side color – Any color on both sides of the paper constitutes two-side color and will be an additional charge.
3. \*Black and white – Older pre-needs may only include black and white. Color is available. Ask us if you are interested in this option.

\*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.