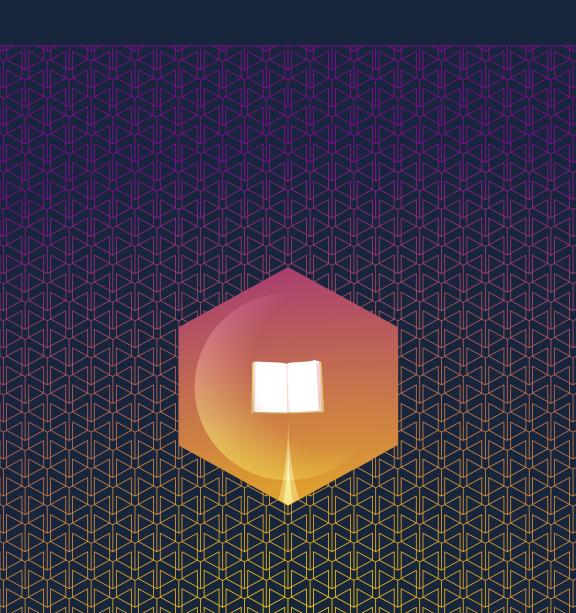
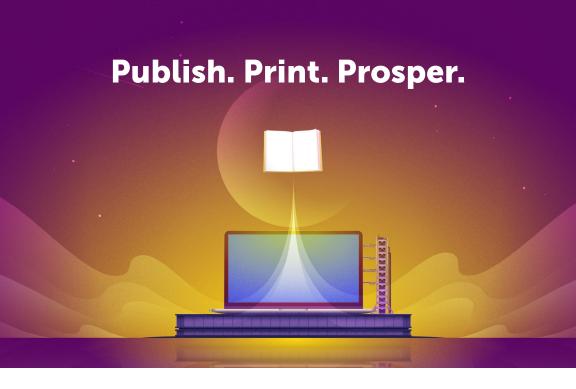


Getting Started with Lulu





Welcome to Lulu!

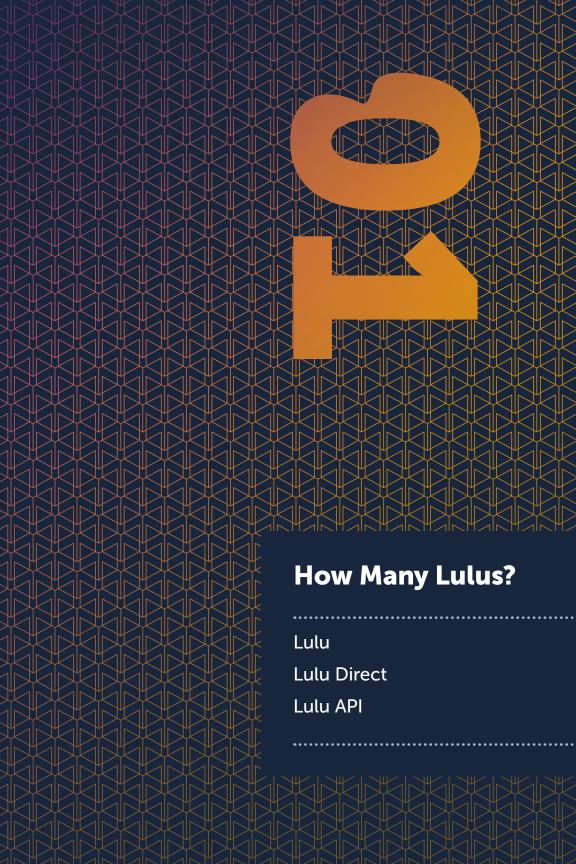
In this guide you will find an overview of our platform, links to helpful resources, and best practices. We've compiled this information in an effort to help you successfully navigate our platform on your journey to share your content with the world!

Let's dive in!



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One company, multiple solutions. No matter where you are in your publishing journey, Lulu has the tools and solutions you need to succeed. In this section, we'll outline Lulu's business lines and how to use them.



It makes sense to begin with the one that started it all, right? Founded in 2002, Lulu is a self-publishing print-on-demand platform that is completely free to use. You only pay when you want to purchase print copies of your books. Use Lulu.com to print your book or publish your work to sell through the Lulu Bookstore or our Global Distribution partners that include Amazon, Ingram, Barnes & Noble, and more.

No minimum orders Sell via Global Distribution and/or Lulu Bookstore **HIGHLIGHTS** • Retain 80% of gross profits per sale for print books; 90% for ebooks Free to use Printing your book or publishing your work for sale through the Lulu Bookstore and other Global Distribution partners that include Amazon, Ingram, Barnes & Noble, and more Publishing projects without ISBNs (we provide them for free) PERFECT FOR Publishing a project that has multiple payees Publishing ebooks only Printing copies of books to use for purposes other than retail sales



If you're looking for a way to sell your books directly through your own website Lulu Direct is for you! Lulu Direct includes a Shopify app, a Wix app, and a WordPress integration for WooCommerce. Connect to the best print-on-demand for global order fulfillment and sell through your own website.

HIGHLIGHTS	 Customer data retained by you No inventory management Keep 100% of profits (no revenue sharing) White label shipping
PERFECT FOR	 Anyone who wants to sell directly through their own website. Authors that want to set up their own publishing imprint Publishers that want to set clients up with their own web store so they can sell directly to their readers Authors with multiple titles Anyone who wants to get out of the Amazon

For more information on how to get started with Lulu Direct, please <u>visit our site</u>, or email us directly at <u>ecomm@lulu.com</u>.





Scale your business with our Print API! Using our API, your developers can integrate print-on-demand into your existing website. Once you've connected to our API, printing and fulfillment can be fully automated to save you time and money.

HIGHLIGHTS	 Free to use Customer data retained by you No inventory management Keep 100% of profits Ability to white label
PERFECT FOR	 Anyone who wants to sell directly through their own website Publishers with their own imprint who want to white-label fulfillment Businesses with regular print needs for their audience

For more information on how to get started with our Print API, please <u>visit our</u> site, or email us directly at <u>automations@lulu.com</u>.





Your Lulu Account

Creating Your Lulu Account

Fill in all the required information to create your Lulu account. We'll email you a verification and once you follow that link, you'll be signed in and ready to go!

Need help getting started? Just head over to lulu.com and hover over the A icon on the far right and click Register.



Navigating Your Lulu account

Your Lulu account contains all your projects, personal payment information, and order history. Let's quickly review the pages and navigation for your account.

My Account



My Account includes your order history and account settings.

• **Order History** - A list of all orders placed using this account.

Note: These are just orders placed using your Lulu account, it does not include sales of your books.

 Account Settings - Manage your personal information and email preferences.

My Projects



My Projects include all the projects you've created with Lulu as well as sales and payment information for all your payees.

- Projects Overview A searchable list of all print and ebook projects, including drafts and retired projects as well as those currently ready for sale and printing.
- **Promote My Projects** Highlight your books and your social channels with a unique author spotlight page on the Lulu Bookstore.
- Sales & Payments Track sales information from Lulu and our Global Distribution service. Also displays pending and past payments. All the data can be exported to CSV for your records.
- Create A Project Click to create a new project!

Shipping Information

All print products created by Lulu are printed and bound on-demand. That means books are not printed until an order is received. Not only is print-on-demand better for the environment, but it also saves a ton in material and storage costs.

We provide expected fulfillment times (which includes printing and shipping) in the cart for each user during their checkout. You can also find these times listed in our <u>Pricing Calculator</u>.

Note: Shipping times are always subject to change based on updates provided by our carriers.

In the event of production or shipping delays, Lulu will post notifications for users in their shopping cart. Delivery ranges in the cart and calculator will update to reflect delays as well.

Shipping information for trackable orders can be viewed from your Order History Page.

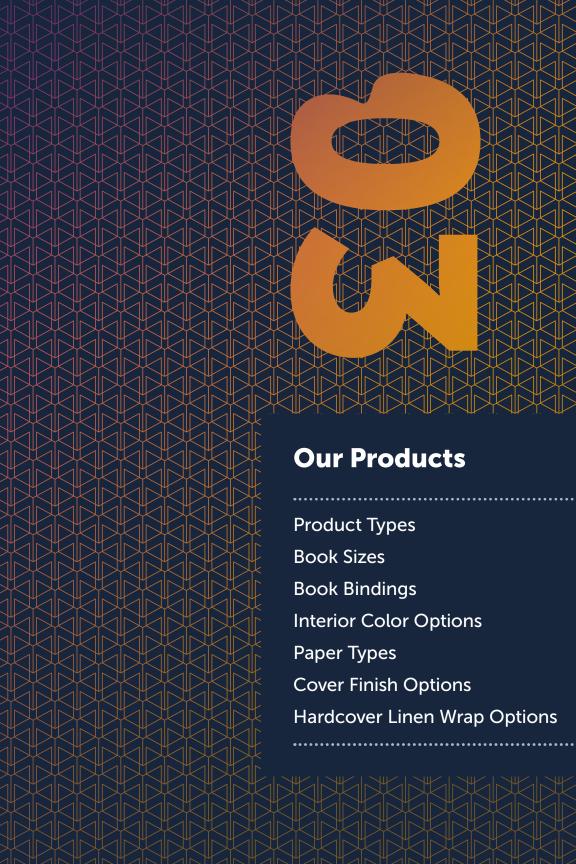
Production Times

We generally estimate 3-5 business days from the time of ordering to print, bind, and package a paperback order. Hardcovers typically take closer to 5 days to fulfill. The vast majority of orders are ready to ship in less than 3 days, but it is important to assume the longest production time when planning for an order.

Bulk Ordering

If you're looking to stock up on books for an event, sale, or just to have on hand for rush orders, our bulk specialist can help ensure you get the best price. Bulk orders start at 500 copies and volume discounts begin at 100 copies. Ready to stock up? For more bulk ordering information please visit our Bulk Ordering page or contact our bulk specialist.



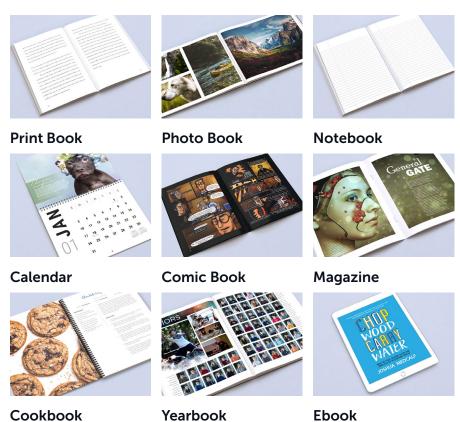


At Lulu, we organize our book creation options into <u>Product Types</u>. This helps authors and creators find the best specifications for the kind of book they want to create. You can always find all available book options by selecting Print Book under the Create tab on the homepage.

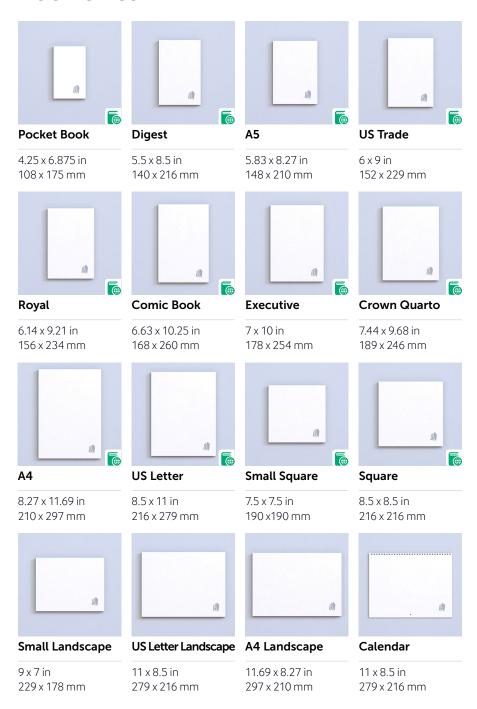
Some of the specifications Lulu offers are not available from our distribution partners, so be sure to note the icon indicating distribution eligible options.

Note: Some options are restricted to specific product types, such as the calendar wire-o binding.

Product Types



Book Sizes



Book Bindings



Paperback Perfect Bound

The industry term for traditional paperback binding, Perfect Bound is the most cost-efficient and popular way to bind on-demand products. The pages are aligned, cut together and glued. A strong flexible layer of 10 pt. cover stock holds the book together. Cover finish is available in Gloss or Matte lamination.

Min/Max page count: 32-800



Paperback Coil Bound

A flexible, black plastic coil bound through punched holes along the entire length of the spine allows the book to lie flat when open. Front and back covers are full color prints on 10 pt. cover stock. Coil bound is great for music books, notebooks, agendas, and any other project that needs to open flat for display. Cover finish is available in Gloss or Matte lamination.

Min/Max page count: 2-470



Paperback Saddle Stitch

Interior pages are folded and inserted between the cover, then stapled along the "spine" edge with 100#, 270gsm cover stock. Saddle stitch binding is designed for supplementary materials, coloring books, magazines, comic books, and other smaller page-count projects. Cover finish is available in Gloss or Matte lamination.

Min/Max page count: 4-48 pages (in multiples of 4*)

* Lulu will add white pages until page count is divisible by 4, if not already done so.



Hardcover Casewrap

Traditional hardcover binding with the cover image printed full color then wrapped around .088 Binders Board. Casewrap binding is most often used for textbooks and hardcover portfolios. Includes white endsheets inside the cover. Cover finish is available in Gloss or Matte lamination.

Min/Max page count: 24-800



Hardcover Linen with Dust Jacket

Hardcover book featuring polycotton blend fabric with an aqueous acrylic coating wrapped around .088 Binders Board, available in the following colors: Navy, Black, Red, Green, Tan, Gray. Title and Author foil stamping available in Gold, Black, and White. Entire book is wrapped with a dust jacket cover, with interior cover folds. Includes white endsheets inside the cover. Suitable for special editions, memoirs, and gift books. Cover finish is available in Gloss or Matte lamination.

Min/Max page count: 24-800



Calendar Wire-O

The Wire-O binding is used exclusively for calendars to create a durable calendar that can easily be flipped without scratching or twisting. Cover finish available in Gloss lamination.

Min/Max page count: 24-36

Interior Color Options



Standard Black & White

Standard grayscale print is the most cost-effective printing option. Textbooks with few graphics or formatted abstracts look great with this quality black & white monochrome print.



Premium Black & White

Premium grayscale print with cost-effective printing options. Quality black & white print best for books with multiple graphics, charts, and tables.



Standard Color

Standard color provides a cost-effective option for content that does not require high ink coverage or heavy color. If your work includes colored text, small highlighted areas, charts or graphs, choose this option to make a statement without busting the budget.



Premium Color

Best print quality for all color products. Best for photo books, portfolios, and high-resolution images. Consider this option when you want your work to speak for you.

Paper Types

Coated vs Uncoated

Our coated papers are treated with a special type of clay to smooth the paper's texture.



60# Cream – Uncoated

90gsm

Traditional cream paper most frequently used for black & white novels and workbooks.



60# White - Uncoated

90gsm

Versatile and economical white paper commonly found in a wide range of books.



80# White - Coated

120gsm

Ultra-smooth, high opacity bright white paper used for photo books, magazines, and comic books.



100# White – Coated (Calendar Only) 150gsm

The heaviest available stock, used to create durable, vibrant calendars.

Cover Finish Options



Glossy

Stiff cover stock with a glossy coating finish. Glossy covers withstand wear and tear well while emphasizing the cover imagery. Most commonly used with gifts, textbooks, and art books.



Matte

Featuring a velvety, tactile finish with a more subdued appearance, matte cover finish gives your cover a more natural look. Used most often with novels and notebooks, matte finish withstands scratches and wear better than any other cover finish.



Hardcover Linen Wrap with Dust Jacket Options

Linen Color

	Navy	Most commonly used linen for a "standard" look [
--	------	--------------------------------------------------

Black High contrast for a "professional" look

Gray Light colored linen for a "subdued" look

Red Bright, bold red for a "rich" look

Tan Muted, sandy beige for an "archival" look

Forest Rich, jewel tone for a "scholarly" look

Foil Stamp

The foil is text stamped onto the spine of the book.

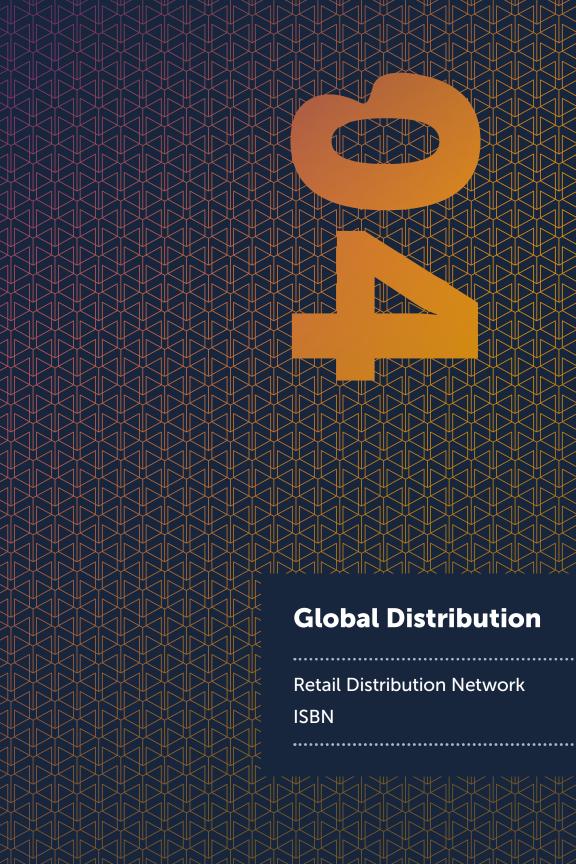
Gold Bright, glossy text stamp for a "professional" look 🚡

Black Rich, glossy black text stamp for a "permanent" look

() **White** Rich, glossy white text stamp for an "inviting" look

Available for Global Distribution





Retail Distribution Network

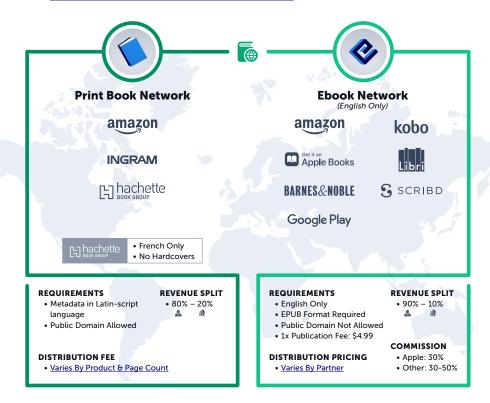
Lulu's Global Distribution service connects Print products to Amazon, Barnes & Noble, and Ingram. Ebooks are distributed to Amazon, Apple, Barnes & Noble, Kobo, Scribd, Google, and Libri.

Using Global Distribution requires meeting unique specifications provided by the various channels. Part of this process includes purchasing and approving a printed proof of the book.

Important Note: Not all of our formats are eligible for distribution. Distribution eligible formats are denoted by the icon.

Be sure to review our distribution guides for more information.

- Global Distribution Guide
- Global Distribution Eligible Products Guide



ISBNs

ISBNs are required for any projects going into Global Distribution. Projects being sold through the Lulu.com bookstore, the Lulu Direct app, or our Print API, do not require ISBNs.

If you do want to assign an ISBN to your project, you can bring your own or use a free one provided by Lulu.

A Note About Imprints: if you are publishing multiple authors under your own imprint, please be advised that an imprint can only be used in one account. You can publish as many titles as you want under that imprint, but you cannot create multiple accounts and publish projects under the same imprint in multiple accounts.







Book Creation & Publishing

Lulu offers a variety of free resources to assist you in creating a file for our printers. You can find a list of everything we offer on our Resources Page.

We recommend our <u>Book Creation Guide</u> to get the required file creation information, including resolution, font embedding, flattening, and other important requirements for your print file.

Book Design Guide Bundles

You can find template bundles including page templates, cover templates, Adobe Job Options, and guides on our <u>Products Page</u>. You can also download a cover template after entering your project specs into the <u>Pricing Calculator</u> or during the book creation process.

Help Center

Lulu's help center includes knowledge base articles and contact information for our support team using email and live chat (during regular business hours). The help center is the best place to find detailed information about how to use Lulu's publishing platform, information about shipping and production, and details about revenue, selling, and distributing projects.

Lulu Knowledge Base

Visit our <u>Knowledge Base</u> for articles about using Lulu's platform, print-ready file specifications, and other information.

Damages, Refunds, & Returns

Unfortunately, print errors happen. Because each book is printed, bound, packed, and shipped individually, there is the potential for damages to occur. In the event of a customer reporting a damaged book, simply contact our support team. We ask that a <u>digital image of the damage be provided</u> to help improve our print-on-demand processes.

At the discretion of our support team, we may offer a refund for damaged books, lost shipments, or unexpected events that cause a delay. But because Lulu creates books using a print-on-demand process, we do not accept returns.

Thank You!

Welcome to Lulu!

