HOW TO FILL OUT A BINDING SLIP

1. Customer contact information

2. Indicates if we have bound this title before.
Match= This title has been bound by another bindery & you would like us to match it. (a sample must be provided for us to match)
New= This title has never been bound.
Repeat= We have bound this title for you before.

3. The color you would like the cover to be.

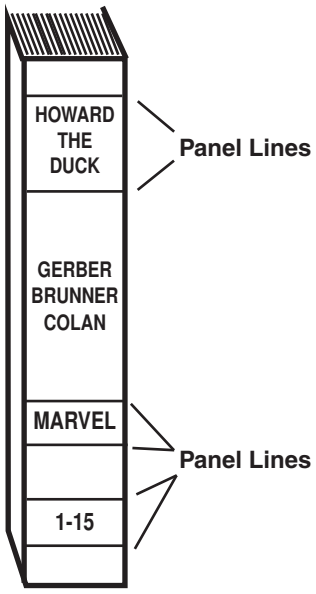
4.Lines which separate various elements on the spine. No charge for this

5. The color you would like the title stamped in.

6.Additional services we provide at extra charge

7. Any special instructions you have.

8. How you would like the spine to look. This information should be typed or clearly printed. IT MUST BE SPELLED CORRECTLY & BE LEGIBLE. The binding slip is used to format the stamping & to recheck the cover during inspection. Any errors on the slip will be on the cover. Library Binding is not responsible for errors due to misprinted binding slips. Here is a sample spine & how it would be written out on the slip.



LIBRARY BINDING 2900 Franklin, Waco, TX 76710 1-800-792-3352

NAME / ADDRESS / PHONE / E-MAIL — 1

2 ☐ Match ☐ New ☐ Repeat

3 Color

Panel Lines ☐ Yes ☐ No — 4

5 Lettering ☐ Gold ☐ White ☐ Black ☐ Red ☐ Blue ☐ Silver ☐ Green ☐ Yellow ☐ Orange ☐ Brown ☐ Purple ☐ Copper

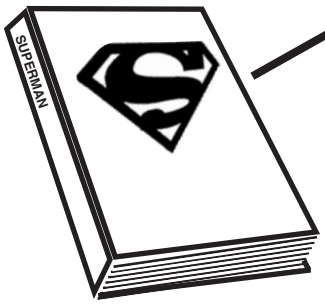
6
- Head and Tail Bands ☐ No ☐ Yes (Extra Charge)
- Ribbon Marker ☐ No ☐ Yes Color: (Extra Charge)
- Head and Tail Lines ☐ No ☐ Yes (Extra Charge)
- Front Cover Lettering ☐ No ☐ Yes (Extra Charge)
- Die Stamp: Spine ☐ No ☐ Yes #/Title: Front Cover ☐ No ☐ Yes #/Title: (Extra Charge)

Special Instructions — 7

SLOT	SPINE LETTERING — 8	TYPE
	HOWARD THE DUCK	
	GERBER BRUNNER COLAN	
	MARVEL	
	15-16	

Trim | Pica | Cover Size | Cover No.

SLOT	FRONT COVER LETTERING — 9	TYPE
	Die # 43-c Superman	



9. This area is for the customer to use if they are having front cover lettering or die stamping. Like the spine it must spelled correctly and printed clearly. For regular or handset type you should write out exactly what you would like it to say. In the case of a die stamp write in the # & title, found on the website. You can include an illustration of the die if you wish. (as shown here)