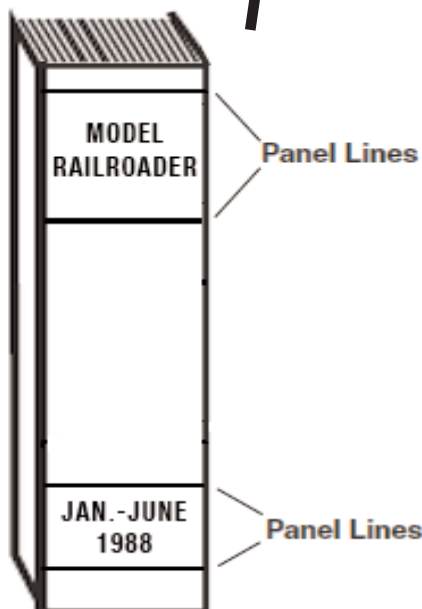


HOW TO FILL OUT A BINDING SLIP

1. Billing address and customer contact information.
2. Shipping address, if different from billing address.
3. Method of shipping. Please note without a signature confirmation UPS will often leave packages unattended where they can easily be stolen.
4. 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.
5. The color you would like the book bound in. (color charts can be found on our website)
6. Lines which sperate the various elements on the spine. No charge for this.
7. The color you would like the title stamped in.
8. Additional services we provide at an extra charge.
9. Special instructions you have for this volume.
10. 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.
11. For Handset Lettering, indicate the font #(s) here. A list of fonts can be found on our website.
12. This area is for the customer to use if they are having front cover lettering. Like the spine it must be spelled correctly and printed clearly.

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

BILLING ADDRESS / NAME / PHONE / E-MAIL 1			SHIPPING ADDRESS (IF DIFFERENT FROM BILLING ADDRESS) 2			METHOD OF SHIPPING 3			
			This is a business address Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/> UPS <input type="checkbox"/> Signature Confirmation (\$3.75 Extra) <input type="checkbox"/> INSURANCE Amount \$ _____ <input type="checkbox"/> MEDIA MAIL <input type="checkbox"/> Signature Confirmation (\$2.35 Extra) <input type="checkbox"/> INSURANCE Amount \$ _____			
4	<input type="checkbox"/> Match <input type="checkbox"/> New <input type="checkbox"/> Repeat	Color 5	Panel Lines 6 <input type="checkbox"/> Yes <input type="checkbox"/> No	SLOT	SPINE LETTERING 10 <hr/> MODEL RAILROADER <hr/>	FONT # 11	SLOT	FRONT COVER LETTERING 12 <hr/> MODEL RAILROADER <hr/>	FONT #
	Lettering <input type="checkbox"/> Gold <input type="checkbox"/> White 7 <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Silver <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Orange <input type="checkbox"/> Brown <input type="checkbox"/> Purple <input type="checkbox"/> Copper								
	Head and Tail Bands Extra Charge \$4.00 <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Red/Yellow <input type="checkbox"/> Blue/White <input type="checkbox"/> Green/Yellow <input type="checkbox"/> Black								
	Ribbon Marker Extra Charge \$4.00 <input type="checkbox"/> No <input type="checkbox"/> Yes Color: _____								
	Handset Lettering Extra Charge \$10.00 <input type="checkbox"/> No <input type="checkbox"/> Yes								
	Head and Tail Lines Extra Charge \$4.00 <input type="checkbox"/> No <input type="checkbox"/> Yes								
	Front Cover Lettering Extra Charge \$4.95 <input type="checkbox"/> No <input type="checkbox"/> Yes								
	Special Instructions 9				JAN.-JUNE 1988				
			Trim	Pic	Cover Size	Cover No.			



Gray areas are for bindery use only