Book Binding Order Form

mcad
service bureau

Name:

MCAD Username:

Dept. (if applicable):

Submitted *(Staff Initial)*
Date:
Time:

Needed by *(24 hrs from submitted)*
Date:
Time:

☐ Perfect Bind   ☐ Wire Bind { *Silver Black White* }   ☐ Velo Bind   ☐ Staple Bind

Guts (book interior) — *please indicate (with post-it note): page 1, top of book, and edge to be bound!*

Page Count:

Page Dimensions:

Thickness of All Pages:
(measure stack of completed pages)

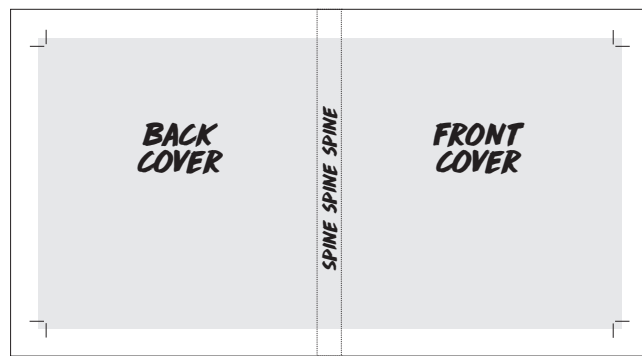☐ Crop Marks Included?   ☐ Bleeds Included?

Cover(s) — *please indicate (with post-it note): top of book, and front cover!*

Final Book Size:

Spine Width:

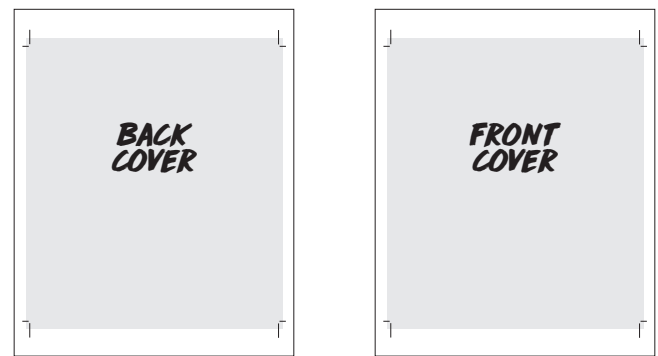☐ Crop Marks Included?   ☐ Bleeds Included?

☐ Wraparound Cover

| BACK COVER | SPINE SPINE SPINE | FRONT COVER |

Back Measurement:
inches or mm

Front Measurement:
inches or mm

☐ Separate Front/Back Covers

| BACK COVER | FRONT COVER |

Indicate front and back covers, top edge of all covers and guts, and edge to be bound

☐ **Rush** *(Extra $10 per book charge if needed in under 24 hours)*

Print all pages and covers first.   Submit all pages, covers and notes to us in correct order, with your completed order form.

Total Cost:

$

☒ **Guts Paid?** $

☒ **Cover(s) Paid?** $

☒ **Bind Paid?** $

☒ **Trim Paid?** $

Completed by:

010819-BW