

Book Binding Order Form

Name:
MCAD Username:
Dept. (if applicable):

Submitted (Staff Initial)
Date:
Time:

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

Trim? Rush (Extra \$10 per book charge if needed in under 24 hours)

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

# Pgs in Original	<input type="text"/>	Paper:	
	<input type="checkbox"/> 1 sided printing		
# Copies	<input type="text"/>	<input type="checkbox"/> 2 sided printing	<input type="checkbox"/> Crop Marks Included?
			<input type="checkbox"/> Bleeds Included?

Special Instructions:

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

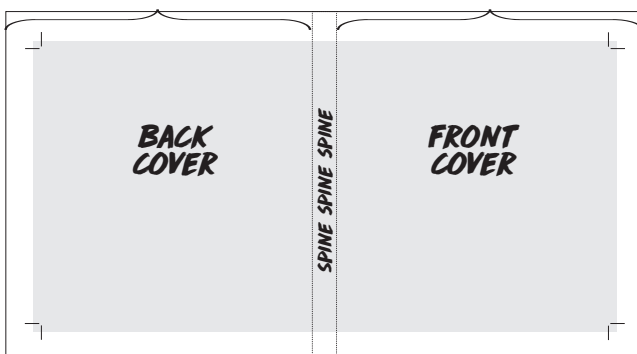
Cover(s) *please indicate (with post-it note): top of book, and front cover!*

# Pgs in Original	<input type="text"/>	Paper:	
	<input type="checkbox"/> 1 sided printing		
# Copies	<input type="text"/>	<input type="checkbox"/> 2 sided printing	<input type="checkbox"/> Crop Marks Included?
			<input type="checkbox"/> Bleeds Included?

<input type="checkbox"/> Perfect Bind	<input type="checkbox"/> Exposed Glue Bind	<input type="checkbox"/> Velo Bind
Final Book Size:		<input type="checkbox"/> Staple Bind
Spine Width: (Thickness of All Pages) <i>*measure stack of completed pages</i>		<input type="checkbox"/> Wire Bind
Back LxW: <i>inches or mm</i>	Front LxW: <i>inches or mm</i>	

Spiral Color:	Spiral Size:
<input type="checkbox"/> Silver	<input type="checkbox"/> Small
<input type="checkbox"/> Black	<input type="checkbox"/> Med
<input type="checkbox"/> White	<input type="checkbox"/> Lrg

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



Completed by:	<input type="checkbox"/> Guts Paid? \$ _____	<input type="checkbox"/> Bind Paid? \$ _____
	<input type="checkbox"/> Cover(s) Paid? \$ _____	<input type="checkbox"/> Trim Paid? \$ _____

Total Cost:
\$ _____