

HF Group

CUSTOMER PROFILE

Date: _____ New Account _____ Previous Account _____

Customer: _____

Address: _____

Bill to: _____

Point of Contact: _____

Phone _____ Fax _____ Email _____

Library Hours _____ Purchase Order _____

Service Required 2-week _____ 4-week _____ Other _____

Do you send in Periodicals? Yes _____ No _____

Do you send in Library (Monographs)/Soft Covers? Yes _____ No _____

Do you send in Thesis? Yes _____ No _____

Tattle Tape (Security Strips)? Yes _____ No _____

Directions and Special Instructions:

_ Please visit our website www.hfgroup.com for additional detailed information.

CUSTOMER PROFILE
PERIODICALS

CUSTOMER: _____

STANDARD PERIODICALS

Title page, Contents and Index are bound where published. Incomplete volumes will be returned unbound. Volumes over 2 1/2" will be split. Binding slips **MUST** accompany all volumes and be properly filled out.

CUSTOM PERIODICALS (collation)

The bindery will collate to your specifications and would appreciate having the following information for our files.

- | | | | |
|---|-------|------------------------------|-------|
| 1. Missing Issues | | 6. Advertising | |
| Return volume unbound | _____ | Leave In | _____ |
| Bind incomplete | _____ | Remove | _____ |
| | | Remove Unpaged Ads | _____ |
| 2. If Pages or Parts of Pages are Missing | | 7. Supplements | |
| Return Unbound | _____ | Bind where published | _____ |
| Other | _____ | Bind in back of volume | _____ |
| 3. Bind Index | | 8. Pocket Material | |
| Back of Volume | _____ | On Back Cover | _____ |
| Front of Volume | _____ | Where Placed | _____ |
| Where Published | _____ | | |
| 4. Issue Contents | | 9. Pockets | |
| Bind in Place | _____ | Cloth | _____ |
| Gathered & bound in front | _____ | Paper | _____ |
| 5. Covers | | 10. Okay to split periodical | |
| Remove | _____ | over 2 1/2" thick? | |
| Bind in All | _____ | Yes _____ No _____ | |
| Bind in Front Only | _____ | | |
| Bind in 1 st Front Only | _____ | | |
| Bind in if contains issue content | _____ | | |

SPECIAL INSTRUCTIONS: _____

CUSTOMER PROFILE CONT.
PERIODICALS

CUSTOMER: _____

11. Call Numbers

Yes _____ No _____

All Caps _____

Other _____

If Yes, placement is 2 1/2" from top
Of number to bottom of spine

Other _____

If spine too narrow _____

Stamp Vertically _____

Lower Left Front Cover _____

Omit _____

Other _____

12. If vertical lettering for title is required

Due to narrow spine,

Variable information is _____

Stamped vertically _____

Stamped horizontally _____

13. If spine is too narrow, do you prefer
to go to a smaller font size?

Yes _____ No _____

14. May we hyphenate?

Yes _____ No _____

15. Imprint

Yes _____ No _____

Demonstrate imprint as it is to
appear on spine:

Location _____

If spine too narrow

Omit _____

Abbreviate _____

Other _____

SPECIAL INSTRUCTIONS: _____

CUSTOMER PROFILE
LIBRARY / SOFT COVER BOOKS

CUSTOMER: _____

DESCRIPTION OF COVER CHOICES

*Plain Buckram-- spine stamping

*Clearbind --uses entire original cover either soft or dust jacket and is laminated and bound into a hard cover book. There are two different methods with this process (formerly known as Flex M Mylar)

1. Realwrap--term used for soft cover clearbind.

2. Lamijac--term used for dust jacket clearbind

*Color 4-Ever--uses original picture cover and reproduces into hard cover clearbind

*Picture Perfect Cover--for plain books that our graphics department can create a computer generated cover appropriate for title. This method is very popular for plain covered books.

Other methods that desire the above, but not defined, please explain and we will try and follow your instructions. (Example--book with spiral binding or torn spine, we can clearbind and generate new spine for clearbind.) Also, if any method of rebinding is in bad condition or excess tape, we may not be able to process your first choice but can attempt another method. Upcharge will apply.

COVER CHOICE

Plain Buckram spine stamping (formerly known as Flex S Cloth) _____

Clearbind (when possible) _____

Soft Cover Discard Yes _____ No _____

Soft Cover Bind In Yes _____ No _____

PRINTING

Binding slips must accompany all library books sent to the bindery and specify cloth and stamp color. This will assure that the bindery will be able to complete the customer's instructions with complete accuracy.

Printing will be 18 pt. Record Gothic Condensed, automatically center, all caps with no letter spacing between characters. Our standard set and space will be used. Stamping will be in white unless otherwise specified on slips.

1. Order to print

Title-Divider-Author _____

Author-Divider-Title _____

Other _____

2. Call Numbers Stamped

(only applies to plain, buckram covers) Yes _____ No _____

If yes, placement is:

2" from top of number to bottom of spine _____

Other _____

If spine is too narrow for horizontal call number:

Vertically _____ Lower Left Front Cover _____ Omit _____

Other _____

SPECIAL INSTRUCTIONS: _____

CUSTOMER PROFILE
THESIS

CUSTOMER: _____

PRINTING

Binding slips must accompany all theses sent to the bindery and specify cloth and stamp color. This will assure that the bindery will be able to complete the customer's instructions with complete accuracy.

1. Order to Print
Spine stamp only _____
Spine and Front Stamp _____
Other _____

2. Call Numbers Yes _____ No _____
Call Number stamped
All Caps _____
Other _____

If Yes, placement is 2" from top of
number to bottom of spine _____
Other _____

If spine is too narrow for horizontal
Call number
Vertically _____
Lower Left front Cover _____
Omit _____
Other _____

SPECIAL INSTRUCTIONS: _____

