



## NEWSPAPER ORDER FORM

### CUSTOMER INFORMATION

BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ EMAIL \_\_\_\_\_

\_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

Newspapers measuring 17" and under are bound using double fan adhesive binding. Newspapers over 17" are sewn by hand, margin permitting. Both methods produce a durable volume and minimal loss to the gutter. The volume will then be cased into a hard cover made from Library Summit (8 colors available) with foil stamping (Black, White, or Gold) applied to the spine of the book.

**Please select your choices below.**

**If you have special instructions or questions, please include those in the comments section below.**

**Cloth Color:**

**Foil Color:**

**Trim:**

Please circle your selections:

Red	Maroon	Dark Green	Black	Yes
Royal Blue	Navy	Tan	White	No
Brown	Black		Gold	

Name to be stamped on the bound volume: \_\_\_\_\_

Stamp Year: YES NO YEAR: \_\_\_\_\_

Stamp Date Range (ex Jan-Mar): YES NO RANGE: \_\_\_\_\_

Bind by week, month, semiannual, year etc: \_\_\_\_\_

Max Thickness is 2" per volume. If your choices result in volumes larger than this, we will contact you for instructions.

Special Instructions/Comments:

HF Group  
340 First Street  
Utica, NE 68456  
www.hfgroup.com  
1-800-869-0420