



CUSTOMER PROFILE

Date: _____ New Account _____ Previous Account _____

Customer: _____

Address: _____

Bill to: _____

Point of Contact: _____

Phone _____ Fax _____ Email _____

Library Hours _____ Purchase Order _____

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.

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



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.

SPECIAL INSTRUCTIONS: _____

1. 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 _____

2. If vertical lettering for title is required

Due to narrow spine, _____

Variable information is _____

Stamped vertically _____

Stamped horizontally _____

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

Yes _____ No _____

4. May we hyphenate?

Yes _____ No _____

5. 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 Library Summit-- spine stamping

*Digi Cover --Scans entire original cover as is.

*Color 4-Make A spine—scan of cover, edited to make a spine. This practice is mainly used for books that do not have a spine such as spiral binds.

*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.

COVER CHOICE

Plain Library Summit-- spine stamping	Yes	_____	No	_____
Digi Cover (when possible)	Yes	_____	No	_____
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 ensure 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: _____

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CUSTOMER PROFILE
THESIS

CUSTOMER: _____

PRINTING

Binding slips must accompany all theses sent to the bindery and specify cloth and stamp color. This will ensure 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: _____

