



Please enclose a copy of this sheet in the box.

**CUSTOMER INFORMATION/RESTORATION**

NAME \_\_\_\_\_ DATE \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

**RESTORATION INFORMATION**

**TITLES BEING SENT-**

**\*EXPECTATIONS/NOTES-**

\*If you have definite ideas of titling and spacing and colors, please indicate above, otherwise our very creative and great restoration team members will plan the best method.

**ESTIMATED PRICES CAN BE FOUND ON THE WEB PAGE: [www.houchenbindery.com](http://www.houchenbindery.com) and click on restoration. Please send ½ down when shipping your materials with this form. THANKS.**

**OR:** You may prefer to have an evaluation first by our staff, and we therefore do need to have the items sent in. Please allow at least 2-3 weeks for the evaluation period. We will advise you of the exact cost of your order, and/or give you a range of prices using various materials and processes. Work will not proceed until your approval is received in writing. All orders will have a \$25.00 per book minimum charge for evaluation and return, plus the T/H charge. If you do not have email, please send a self-addressed stamped envelope for this. (If you choose to have the work completed, the \$25.00 will apply to your bill.)

(CHOOSE ONE) **CHECK**                      **CREDIT CARD**

**CREDIT CARD INFORMATION (FILL ONLY IF PAYING BY CREDIT CARD)**

(CHOOSE ONE) **VISA**      **MASTERCARD**      **DISCOVER**      **AMERICAN EXPRESS**

**NAME** (As shown on card) \_\_\_\_\_

**NUMBER** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      **CCID** (Last 3 digits of number on back) \_\_\_\_\_

**Expiration Date** \_\_\_\_\_

**AFTER JOB APPROVAL, PLEASE ALLOW  
A PERIOD OF THREE MONTHS TO COMPLETE PROJECT  
THANK YOU.**

GENERAL OFFICE  
HOUCHEN BINDERY, LTD.  
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Utica, Ne 68456

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(402) 534-2761 (Fax)  
(800) 869-0420

UNIVERSITY BINDERY DIVISION  
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