



Please box the items listed below in separate boxes, unless absolutely necessary, and label them accordingly, including the name of the institution.

Please **enclose** a copy of this sheet in the box and give one to your sales representative.

NAME OF INSTITUTION _____

LIBRARY/DEPARTMENT _____

ADDRESS _____

CONTACT _____ **PHONE #** _____

PURCHASE ORDER # _____ **DATE** _____

PIECES

Magazines _____

Library Books

F Grade Buckram _____

Economy Paperbacks _____

Clear Bind Methods (listed below)

Lamijacs (laminated dust jacket cover) _____

Colors 4 – Ever (photocopy of original cover) _____

Picture Perfect Covers (graphically altered cover) _____

Realwrap (laminated paperback cover) _____

Specialty Items

Thesis _____

Newspapers _____

Clamshells _____

Phase Boxes _____

Portfolios _____

Corrections _____

TOTAL _____ **PIECES IN** _____ **CARTONS**

Extras (Cloth or Paper Pockets, etc.) **Please specify below**