

Heckman-ICI/IN Individual Binding Information

Please see order instructions for more information.

<p>Title</p> <p>A</p> <p>B</p> <p>C</p> <p>D</p> <p>E</p> <p>F</p> <p>G</p> <p>H</p> <p>I</p> <p>J</p>	<p>Indicate Quantity (#)</p>										
	<p>Bind Incomplete (Y/N)</p>										
	<p>List Cover Color</p>										
	<p>Remove Covers (Y/N)</p>										
	<p>Remove Ads (Y/N)</p>										
	<p>Indicate Print Color W, B, or G</p>										
	<p>Spine Imprint (Y/N)</p>										
	<p>Lower Left Front Cover Imprint (Y/N)</p>										
	<p>Imprint Information (optional) attach additional</p>										
	<p>Trim (Y/N)</p>										
<p>Price</p>											

List additional volumes on a separate sheet of paper or copy this order form and number the pages.

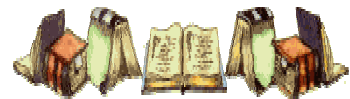
I understand and accept the term and conditions for Individual Binding with Heckman-ICI, IN.

Signature

Date

Subtotal:
Sales Tax (____%)
Total Order

Individual Price List



- Product Prices
- Shipping & Payment Information
- Shipment Order Form

Heckman-ICI/IN

1010 North Sycamore Street
P.O. Box 89
North Manchester, Indiana 46962
(800) 334-3628
www.thehfgroup.com

Prices shown are for volumes in normal condition and will not apply to brittle material or items in extreme disrepair. Volumes needing excessive repair will be returned unbound.

Order Instructions:

1. Periodicals must be banded and grouped together in the order in which they are to be bound (3 months, 6 months, 1 year, etc.) If binding is incomplete, please check the appropriate box on the order form.
2. Indicate the exact printing required on a separate sheet if necessary. Send a photocopy if the exact print setup is required. All information must be completed for each volume to be bound.
3. All volumes will be bound in buckram.
4. Specify the desired print color by letter code: White (W), Gold (G), or Black (B).
5. Specify the correct cover color: red, maroon, light blue, dark blue, green, brown, or black.
6. If an imprint (your name, business name, etc) is to be printed at the bottom of the spine or on the lower left front cover, please check the imprint box. List the imprint exactly as it should be printed under the IMPRINT section. Imprints are placed 1" from the bottom.
7. If covers and/or ads are to be removed, check the appropriate box.
8. Orders sent with incomplete instructions will be returned unbound.
9. We are a no trim bindery. If you would like your material to be trimmed, it must be indicated in the appropriate box on the order form.
10. Insurance coverage is limited to \$100. Volumes valued at more than \$100 should be noted.
11. **Payment in advance is required.** Please make money orders payable to HF Group, LLC. MasterCard or Visa payments are accepted. Please complete the information on the attached form for credit card payment. Prices are subject to change without notice.
12. Please complete the form included here and send it back with your payment to:

HF Group, LLC, Attn: Customer Service, PO Box 89, North Manchester, IN 46962.

Shipping & Handling: Price includes shipments made to only one address within the continental United States.

Sales Tax: Sales taxes are required from the following states: Indiana 6%, Ohio 6%, New York 8%, and Kentucky 6%.

Minimum Order: \$75.00 plus sales tax.

Please allow approximately six weeks for delivery.

Rare & Valuable Books: Heckman-ICI/IN, has a full service Conservation Department. We can bind your volumes in leather or imitation leather, restore your valuable old books, or make enclosures for volumes too fragile to rebind. Preservation Photocopy services are also available. For price quotes, contact our Customer Service Department.

Heckman-ICI/IN Individual Binding Order Form

Ordered by:

Name

Address

Phone

Ship to above address

Ship to:

Name

Address

Phone

Books	\$35.00	Newspapers	\$65.00
Includes Hymnals			
Thesis	\$50.00		
Periodicals	\$40.00	Legal Briefs	\$65.00
		Tabs must be furnished for Legal Briefs if desired.	
Price includes shipping within the continental US.			

Method of Payment

Money Order

Visa

MasterCard

Check*

Credit Card #

Signature

Exp. date

*When payment is made by personal check, work will be held until the check clears your bank.