

# GRIMM BOOK BINDERY

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**Grimm Book Bindery, Inc.**  
6880 Gisholt Drive Madison, WI 53713  
Ph: 608-221-4443 FAX: 608-221-9161  
Email: info@GrimmBindery.com

## **INSTRUCTIONS FOR SENDING BINDING ORDERS** **\*SCHOOL OR PUBLIC LIBRARY\***

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**Fill out a binding ticket** for each title to be bound. If a set, fill just **one slip** out with the number in the set circled next to the title. If you would like to save time, you may have us make the binding slips for you at cost of .30 per slip. Type or print (very clearly!) the following:

1. Name and address
2. Indicate the type of cover you would like\*. Choices are:
  - Buckram** -Regular binding in random colors, author's last name & title printed on spine in white print.
  - Mylar** – An economy binding where we laminate the existing paperback cover or dust jacket to be used for the hardcover binding.
  - Color Copy** – A full color copy is made from old hard or paperback Cover; it is then laminated and used for the new hardcover binding.
  - Grimm Multi-colors** - Our own designer covers. Random colorful patterns printed on buckram covers for a fun splash! Author & title printed on spine in white.

\*You may view the different styles by visiting our web site at [www.grimmbindery.com](http://www.grimmbindery.com). If you like, you may let us know ahead of time, what your preferences are so that you don't have to write the cover type on each slip. This can be done on your customer profile sheet by using one of the choices or making up your own in the space provided.

3. Type or print **clearly** (no cursive please) all information you want to be printed on the spine of the volume. Take care printing similar characters such as “6” and “b” or “1” and “l”. The typesetter does NOT have the book, only your slip to set the title from. If no author or call number, just leave that space blank. Call #'s will be done in upper/ lower case as written. Place extra notes at **very** bottom of slip or it may be taken as part of the title or call number. Example:

TWAIN

TOM SAWYER

Twa  
355  
C.I

4. If this is a **magazine/journal** binding, also add the buckram color you want the volume bound in. Magazines are stamped in gold unless otherwise indicated. We do keep the title on file for all future bindings, so they will match exactly.

**Keep a copy of the binding slip** for yourself and place the others inside the book to be sent to the bindery. **Enclose a list** of the books sent to the bindery & any paperwork. If we're picking up the order, **box** the books & mark “Grimm Bindery”. If needed, we can box at \$2.00 per box if notified before pickup.