

Company: _____ Contact: _____ Date: _____
 Telephone: _____ Fax: _____ Delivery Service: 4 wk ___ 2 wk ___ wk ___
 Address 1: _____ Address 2: _____
 City: _____ State: _____ Zip _____

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**BINDING INFORMATION SHEET
 FOR LEGAL BIBLES**

Spine lettering

The spine will be stamped in capital letters.

When laying out the lettering on the spine, an 18 pt. condensed font will allow only 8 characters per inch, and a 14 pt. condensed font will allow a maximum 11 characters per inch.

Please type in text for lettering in the levels desired and draw in head and tail and/or panel lines if desired in relation to the text. Then fill in the blanks below.

Provide the following information

Bind _____ copies
 Make _____ photocopies
 Bind original, yes or no: _____
 Insert tabs, leather: ___ or ___
 paper/mylar: _____
 Cover color number: _____
 Lettering color, gold: _____
 other: _____
 Panel lines, none:___ single:___ double:___
 Head and tail lines, yes or no: _____
 # copies with personal imprint on spine: _____
 # copies without imprints: _____

For multiple books with imprints, type in all front cover information except the imprint, make a photocopy for each book with an imprint, then type in the names on the copies, or send a list of names.

Pockets if necessary, yes or no: _____

Pockets in place _____ or back cover _____

ACME BOOKBINDING

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