



Add years to the life of your textbooks... **with rebinding services from HF Group**

In today's economy, your school system is forced to make the most of an increasingly limited budget. The purchase of textbooks represents a considerable investment that is given great consideration. **HF Group can rebind your worn textbooks to stretch valuable budget dollars!**

Your rebound textbooks will have colorful, bright covers with a durable finish, and the pages are bound snugly in the case with clean, marking-free edges. Often your rebound textbooks will be more durable than they were originally.

Last year, HF Group rebound more than 200,000 textbooks, saving school districts **hundreds of thousands of dollars**. If you, too, would like to save money by rebinding rather than replacing, the enclosed packet will show you how.

MORE WAYS TO SAVE

Paperback/Softcover: You can save more by converting your existing paperbacks to hardcover, and you can also purchase new softcover books and have them sent directly to us for conversion to hardcover at a **fraction of the publisher's price**.

Library Books: Your library books can also be rebound using the same unique cover reproduction process as textbooks, Your books will look like new and will be ready for many more years of enjoyment.

Get started now!

1

Pickup Request Form

Complete and email or fax the pickup request form to:

custservice-oh@hfgroup.com

(440)729-9415

Determine if your district is binding as a whole or by individual schools. Since we do not schedule a pickup for fewer than 100 books, centralizing your pickup is a great way to save money.

Please assign an individual to coordinate your order(s).

2

Purchase Order

Purchase orders are required! If you cannot provide a PO due to fiscal year end you may include a letter of authorization for pay from the treasurer.

Your order may not be processed until proper authorization is received.

Please use separate POs for textbook and library book orders.

3

Title list

Complete the enclosed title list form and include it with your shipment. For shipments without title lists, the bindery's count will be the official count used for processing and billing.

If a discrepancy is noted between your title list and our count, we will send a discrepancy notice to your coordinator.



8844 MAYFIELD RD.
 CHESTERLAND, OH 44026
 (440)729-9411
 CUSTSERVICE-OH@HFGROUP.COM

TEXTBOOK PICKUP REQUEST FORM

Complete and scan this form to custservice-oh@hfgroup.com or fax to 440-729-9415

FOR PICK-UP OR SHIPPING INFORMATION, YOU **MUST** COMPLETE AND EMAIL (OR FAX) THIS FORM AND A REPRESENTATIVE WILL CONTACT YOU. THIS FORM MUST BE RETURNED BY **May 8**.

Note: We will only be available for pickup in limited areas, at a specific time. If you miss your scheduled pickup, you will be asked to ship your order to us, which may mean that the books may not be returned prior to the start of the new school year.

A MINIMUM OF 100 BOOKS IS REQUIRED FOR PICKUP Smaller Quantities may be shipped in.

NAME OF INDIVIDUAL SCHOOL		SCHOOL DISTRICT	
PICKUP ADDRESS			
CITY		STATE	ZIP
HOURS OF OPERATION (SUMMER HRS)	BINDING CONTACT NAME	CONTACT PHONE NUMBER INCLUDE EXT	
		E-MAIL	
LAST SCHEDULED DAY OF SCHOOL	START DATE OF NEW SCHOOL YEAR	SUMMER CONTACT (IF DIFFERENT)	
Rebinding Estimate Circle One More books than last year Less books than last year		ACCOUNTS PAYABLE CONTACT NAME / PHONE/ E-MAIL	
WILL THE SCHOOL SYSTEM HAVE A CENTRALIZED PICKUP/DELIVERY LOCATION <input type="checkbox"/> YES <input type="checkbox"/> NO			

REQUIRED AUTHORIZATION

I have read through the specifications and requirements for rebinding textbooks with HF Group. I am fully authorized to accept these terms and agree to follow them when sending books for binding.

Signature _____ Date _____

Name (please print) _____ Title _____

If we do not receive a purchase order, this signature is your school's authorization for the HF Group, to process your textbooks/library books without a purchase order. **Our payment terms are Net 30.** Payments received later than October 15 will be assessed a 10% late fee.

(BINDERY USE ONLY)

PICKUP IS SCHEDULED FOR	DATE/NAME OF CALL TO SCHOOL
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PRICE LIST SUMMER 2020

Textbooks	More than 400	Call for Quote
	151-400	\$9.85
	51--150	\$10.55
	1-50	\$11.45

- **A Purchase Order is required prior to the processing of your order. Use a separate P.O. for textbooks and library books.**
- **\$25.00 minimum invoice required.**
- **If you send less than 10 copies of a single title, you will incur a \$1.00 up-charge per book.**
- Discounted price is based on number of volumes **per invoice**.
- Color copy reproduction of the original cover will be made whenever feasible.
- Books being rebound for a 2nd time will incur an additional \$2.75 per volume charge due to size, margin considerations, and precautions..
- Textbooks received after **July 17, 2020** may not be ready for delivery by your school's start date.
- Reading books used in the classroom will be processed as textbooks if clearly noted.

P.O. MUST BE INCLUDED OR FORWARDED FOR EACH ORDER

Library Books and Paperback Binding

Books (Including dictionaries/reference books)	DigiCover / Cloth	\$11.80
Magazines	Standard	\$15.15

Library books are generally processed and invoiced separately and not returned with textbooks.

*****Use a separate P.O. for library books.**

Transportation and Packing

- 100 volumes or more may be picked up free of charge by our trucks if on regularly scheduled routes. **Pickups that are less than 100 volumes will be assessed a \$75.00 fee if on a regularly scheduled route.**
- To find out if you are in our distribution area and qualify for truck pickup, please complete the enclosed Pickup Request Form and fax it to 440-729-9411 or e-mail to custservice-oh@hfgroup.com. We will then evaluate your request and call you or e-mail you with a pickup date.
- Boxes should be no larger than 20" x 15" x 10" and weigh no more than 40 pounds.
- Orders must be ready for pickup when the driver arrives. Drivers will not return at a later time/date. The driver will not wait while you pack your order.
- A fuel surcharge will be charged at the time of invoicing and is based on the price of fuel at the time of shipping. Fuel surcharge not to exceed 4% of the total order.
- Upon delivery, all returning shipments must be signed for by a school official, HF Group will be not responsible for any missing boxes after delivery.

TITLE LIST FORM

Complete this form and enclose it with your shipment*.
Make additional copies as needed.

PURCHASE ORDER NUMBER (REQUIRED)

**Your order cannot be processed
without a purchase order!**

SCHOOL NAME		BINDING CONTACT NAME		
SCHOOL ADDRESS		CITY	STATE	ZIP CODE
PHONE:	E-MAIL	DATE		

SCHOOL DISTRICT INFORMATION (INCLUDE ADDRESS IF DIFFERENT THAN ABOVE)	PHONE NUMBER
	FAX NUMBER

QUANTITY	TITLE (include GRADE LEVEL and/or EDITION)	ISBN

*For shipments without title lists, the bindery’s count will be the official count used for processing and billing. Partial/Rejected books will be discarded at the bindery.