



## INDIVIDUAL ORDERS

We can bind as few as one copy of a book or thesis for you, or make a custom slipcase or clamshell box to hold special books or items. To send us individual orders please do the following:

1. Fill out a BINDERY SLIP - Each item to be bound must include a complete binding slip typed or neatly printed with the exact text you want us to stamp on the spine of the bound book. Note any missing pages or issues, and any other discrepancies you know to exist with the item to be bound.
2. Review the STANDARD CLOTH COLORS and LETTERING STYLES chart and select your color, letter style and stamping color.
3. Send the order to us at:

Roswell Bookbinding  
 Attention: Library Division  
 2614 North 29th Avenue  
 Phoenix, Arizona 85009

4. PAYMENT - When we receive your order we will contact you with the total amount due, and you can send us a check, or you can contact us beforehand and we can calculate the charges. Sorry, we do not accept credit cards. Any balance on individual orders is due when we complete the job. We use UPS as our shipper for individuals orders. Our minimum charge is \$85.00 plus shipping and handling.

## INDIVIDUAL ORDERS / BINDERY SLIP

Print and send this with your order.

**Customer**

**Description**

**Quantity**

**Cover Material**

**Foil Color**

**Spine Stamping Information**

**Front Cover Stamping Info**

**Leaf Attachment**

Sew-Thru-Fold	Fan Glue
Oversew	Other

**Endsheets**

Normal White	Save Original
Other	

**Trim**

*Our standard trim is 1/8" on the top, front and bottom of the page.*

Full Trim	No Trim
Round & Back Y	or N

**Special Instructions**

Print

Submit