



Central Bindery Digital

Customer Checklist

CONTACT INFORMATION

CUSTOMER NAME _____

OUR POINT OF CONTACT _____

PHONE NUMBER _____ ALTERNATE PHONE NUMBER _____

E-MAIL ADDRESS _____

JOB INFORMATION

JOB TITLE _____

P.O./WORK ORDER # _____

QUANTITY _____ HOW MANY OVERS SHOULD WE RUN? _____

DATE/TIME DUE _____

FINISHED SIZE _____ BINDING EDGE _____

NUMBER OF SHEETS NOT INCLUDING COVERS _____

HOW WILL YOUR JOB ARRIVE TO US (1UP, 2UP, SHEET SIZE, ETC.)

COVER _____

TEXT _____

PERFECT BINDING

TEXT PRECOLLATED TO US? YES NO

PLEASE ALLOW AT LEAST 1/8" TRIMS ON ALL FOUR SIDES OF THE TEXT. WE CANNOT RUN YOUR JOB WITHOUT A RULEOUT OR TRIM MARKS FOR THE COVER. IF YOU ARE UNSURE HOW TO LAY OUT YOUR TEXT OR COVER SO THAT WE CAN MEET YOUR FINISHED SIZE, PLEASE CONTACT US OR SEE OUR WEBSITE AT WWW.CENTRALBIND.COM FOR TEMPLATES.

WIRE-O BINDING PLASTIC SPIRAL BINDING

BINDING ELEMENT COLOR/NUMBER _____

TEXT PRECOLLATED WITH COVERS TO US YES NO TEXT NOT PRECOLLATED

WE STOCK BLACK AND WHITE BINDING ELEMENTS FOR WIRE-O BINDING AND PLASTIC SPIRAL BINDING. A WIDE RANGE OF COLORS ARE AVAILABLE AND WE WOULD BE GLAD TO PROVIDE SAMPLES UPON REQUEST. PLEASE NOTE THAT ELEMENTS OTHER THAN BLACK AND WHITE WILL REQUIRE ADDITIONAL LEAD TIME AND WILL INCURE ADDITIONAL COST.

SPECIAL INSTRUCTIONS/ADDITIONAL INFORMATION
