



Central Bindery Company

1329 North 29th Drive
Phoenix, Arizona 85009
(602) 269-3722

Printers Check List

SAMPLE, BLUE LINE OR RULE OUT REQUIRED FOR ALL JOBS

(We will not proceed without one of the above)

PLEASE FILL OUT COMPLETELY

CUSTOMER _____ QUANTITY _____

ADDRESS _____ DATE DUE _____

PHONE # _____ IS SAMPLE PROVIDED YES NO

JOB TITLE _____ HOW MANY SAMPLES DO YOU WANT? _____

P.O. NUMBER _____ LAY-OUT SHEET PROVIDED? YES NO

PERSON IN CHARGE OF JOB _____ CENTRAL QUOTE NUMBER _____

<input type="checkbox"/> SADDLE STITCH BOOKLET	<input type="checkbox"/> HAND STITCH	FINISHED SIZE _____
<input type="checkbox"/> PERFECT BIND	<input type="checkbox"/> DRILL	NUMBER OF SIGNATURES _____
<input type="checkbox"/> GBC BIND	<input type="checkbox"/> WIRE BIND	SIGNATURE CONFIGURATION _____
<input type="checkbox"/> CUT	<input type="checkbox"/> SLOT DRILL	_____
<input type="checkbox"/> PERF.	<input type="checkbox"/> ROUND CORNER	_____
<input type="checkbox"/> SCORE	<input type="checkbox"/> HAND MARRY	DO WE RUN ALL OVERS <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> FOLD	<input type="checkbox"/> SHRINK WRAP	NEW BOXES REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> GANG STITCH	<input type="checkbox"/> REG WRAP	SIZE OF BOX _____
<input type="checkbox"/> HOLLAND BIND	<input type="checkbox"/> KEYHOLE PUNCH	DOES THIS JOB BAND <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> 3 KNIFE	<input type="checkbox"/> OTHER _____	STRING TIE <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> MULTI BIND	<input type="checkbox"/> OTHER _____	DELIVERY INSTRUCTIONS
<input type="checkbox"/> COLLATOR	<input type="checkbox"/> OTHER _____	_____

SPECIAL INSTRUCTIONS
(2 KINDS OF COVERS, KEEP DIFFERENT AMOUNTS SEPARATE, ETC.)

WE WILL DISPOSE OF ALL LEFTOVERS UNLESS OTHERWISE INSTRUCTED.

SEE OTHER SIDE FOR LETTERPRESS WORK ORDER