Eckstein Law Library - Binding Request

Instructions: Students should complete this form and bring it to the circulation desk with the items to be bound.

Student Name ___________________________ Phone Number __________

Student Organization _____________________ Phone Number __________

Type of binding requested: (examples are available to view at the circulation desk)

☐ Unibind

☐ Combbind

<table>
<thead>
<tr>
<th># of pages to be bound</th>
<th>Description of Item (Brief, Report, Manuscript, Notes)</th>
<th>Spine Color for unibind only Designate: black, blue, or maroon</th>
<th>Cover Style Mat or Clear</th>
<th>Top sheet color/no color (If color indicate red or blue card stock)</th>
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</table>

To be completed by library staff:

Project Start Time: ___________________________ Completion Time: ___________________________

Completed by (List All Names): ______________________________________________________________

Date notified student that project completed and on hold shelf for pickup: _________________

Size of binding material used (page count/mm): ___________________________

Total cost (see reverse side for calculation): _______________________________________________
Charges for Binding Services

Instructions: Library staff should circle the options selected and calculate total cost

Unibind:
Flat rate ......................................................... $2.00

Comb-binding
25 – 55 pages ................................................. $1.00
   1/4”  = 2-20 pp
   5/16” = 21-40 pp
   3/8”  = 41-55 pp

56-150 pages..................................................$2.00
   1/2”  = 56-90 pp
   5/8”  = 91-120 pp
   3/4”  = 121-150 pp

181-500 pages ..............................................$3.00
   1”    = 181-200 pp
   1 ½”  = 231-340 pp

Extra Charges
Transparent plastic cover ......................... $.25 per cover
Divider tabs .................................................. $.30 per tab
Card stock (first and last page) ............... $.10 per page

TOTAL CHARGE ....................................... $ ___________

Payment must be made at the time of service (cash or check only)
Make checks payable to “Marquette University Law Library”