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 ___________________________ Email ___________________________

**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 (blue or maroon binding)</th>
<th>Cover Style Mat or Clear</th>
<th>Top sheet color/no color (red or blue card stock)</th>
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**To be completed by library staff:**

Project Start Time: ___________________________ Completion Time: ___________________________

Completed by (List All Names): _____________________________________________________________

Date student notified project is ready for pick up from hold shelf: __________________________

Total cost: $3.00

**Options for binding (no additional charge):**

- Transparent plastic cover
- Divider tabs
- Card stock (first and last page)

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