

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



Comb bind



# of pages to be bound	Description of Item (Brief, Report, Manuscript, Notes)	Spine Color for unibind only (black, blue, or maroon binding)	Cover Style Mat or Clear for Unibind/Clear for Comb bind	Top sheet color/no color (red or blue card stock)

To be completed by library staff:

Project Start Date & Time: _____ Completion Date & Time: _____

Completed by (List All Names): _____

Date & Time student notified project is ready for pick up from hold shelf: _____

Total cost: \$3.00 per project

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"