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

<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 (black, blue, or maroon binding)</th>
<th>Cover Style Mat or Clear for Unibind/Clear for Comb bind</th>
<th>Top sheet color/no color (red or blue card stock)</th>
</tr>
</thead>
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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”