

5920 Hohman Avenue, Hammond, IN 46320
219-255-BOOK (2665)

DATE:

INSTRUCTION/BINDING INFORMATION SHEET

LAW FIRM:

ATTN:

EMAIL:

PHONE:

RE: (JOB NAME):

REFERENCE/CLIENT MATTER #:

QUANTITY & TYPE:

(Hard Bound, WonderBound, FreeBound, etc.)

MATERIAL COLOR:

Book type options can be found at
<https://www.uniquebinders.com/>

FOIL/STAMPING COLOR:

PROOF SET:

TAB STYLE:

MYLAR

LEATHERETTE

NONE

(gold on black or silver on black)

BIND ORIGINAL (?):

YES, to be received by:

NO, return unbound.

INSERT ORIGINAL SIG PAGES:

YES

NO

PRINT SIDING:

1-SIDED

TITLE STAMPED:

2-SIDED

COVER/SPINE

COVER ONLY

SPINE ONLY

NONE

PERSONALIZATION STAMPED:

COVER/SPINE

COVER ONLY

SPINE ONLY

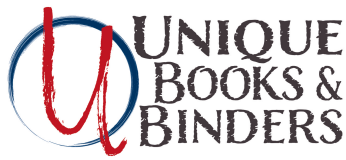
NONE

DISTRIBUTION:

RETURN BACK TO ME

DISTRIBUTE

SPECIAL INSTRUCTIONS: (Such as: Double-side certain tabs, color inset logo, stamped labels, unbound set for a specific person/company, return leftover docs, cover page in color, etc.)



DISTRIBUTION LIST

(ONLY FILL IN IF WE ARE DISTRIBUTING. PLEASE LIST IN ORDER OF PRIORITY IF INSERTING ORIGINAL SIGNATURE PAGES. FD = FLASH DRIVE/THUMB DRIVE)

1. Attn: Bound CD/FD in front cover
Address: CD(s) in case(s)
FD(s) in case(s)

2. Attn: Bound CD/FD in front cover
Address: CD(s) in case(s)
FD(s) in case(s)

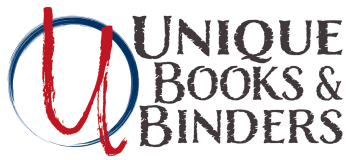
3. Attn: Bound CD/FD in front cover
Address: CD(s) in case(s)
FD(s) in case(s)

4. Attn: Bound CD/FD in front cover
Address: CD(s) in case(s)
FD(s) in case(s)

5. Attn: Bound CD/FD in front cover
Address: CD(s) in case(s)
FD(s) in case(s)

6. Attn: Bound CD/FD in front cover
Address: CD(s) in case(s)
FD(s) in case(s)

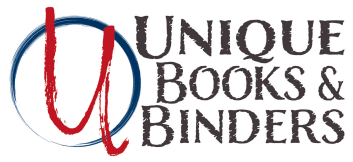
7. Attn: Bound CD/FD in front cover
Address: CD(s) in case(s)
FD(s) in case(s)



DISTRIBUTION LIST

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- | | |
|-----------------------|--|
| 8. Attn:
Address: | Bound CD/FD in front cover
CD(s) in case(s)
FD(s) in case(s) |
| 9. Attn:
Address: | Bound CD/FD in front cover
CD(s) in case(s)
FD(s) in case(s) |
| 10. Attn:
Address: | Bound CD/FD in front cover
CD(s) in case(s)
FD(s) in case(s) |
| 11. Attn:
Address: | Bound CD/FD in front cover
CD(s) in case(s)
FD(s) in case(s) |
| 12. Attn:
Address: | Bound CD/FD in front cover
CD(s) in case(s)
FD(s) in case(s) |
| 13. Attn:
Address: | Bound CD/FD in front cover
CD(s) in case(s)
FD(s) in case(s) |
| 14. Attn:
Address: | Bound CD/FD in front cover
CD(s) in case(s)
FD(s) in case(s) |



NAMES TO BE STAMPED ON COVER AND/OR SPINE
(PLEASE LIST IN ORDER OF PRIORITY/RECEIVING BOOKS)

TITLE TO BE STAMPED ON COVER AND/OR SPINE