



6880 Gisholt Drive Madison, WI 53713

608-221-4443

info@grimmbindery.com

www.grimmbindery.com

Order Form Basic Rebinds

1. Contact Info

NAME:

PHONE:

☐ text ok?

ADDRESS:

EMAIL:

PREFERRED METHOD OF CONTACT:

☐ EMAIL

☐ PHONE

CITY, STATE, ZIP:

HOW TO PLACE YOUR ORDER

Thank you for choosing Grimm to meet your binding needs!

This order form is intended to accompany previously bound books that are to be rebound in brand new covers or, loose pages that need to be bound for the first time.

Please complete each of the following sections to give us an idea of what you would like done. Then print out the form and send it to us along with the book or pages that are to be bound.

If shipping an order, you can send it to:

Grimm Book Bindery
6880 Gisholt Drive
Madison, WI 53713

We also accept drop-offs at this location.

Once your book arrives it will be evaluated and we will contact you to confirm your binding instructions and give you a full estimate for the project.

If you have any questions about your order, available options or the binding process in general, please feel free to contact us. We can be reached by phone at **608-221-4443 x 1** or by email at **info@grimmbindery.com**.

Again, thank you for your business and we look forward to receiving your order!

2. Base Binding Type

First, choose your base binding option. This will determine the binding material and starting price point for the order. Base price includes the hardcover binding in your choice of stock material, sewing/gluing of the text block, rounding/backing of the spine, decorative headbands and foil stamping on the spine OR front cover if desired. View material options at <http://www.grimmbindery.com/colors-and-materials>.

The pricing to follow is for any book that is less than 12" on the longest side and up to 3" thick. Most books fall into this category, but if your book is larger these prices are subject to change.

☐

STANDARD BINDING - starting price usually falls between \$48.00 to \$52.00. Cover materials available include buckram, imitation leather, cloth, and 10pt. coated papers. Please choose your material option below.

☐

PEEL AND GLUE BINDING - Peel up old Front Cover ☐, Spine ☐ or Back Cover ☐ and glue down over new cover for additional \$25.00 - \$30.00 per area. This will retain the book's original look but provide a stronger binding. Please choose your color option below.

CHOOSE STOCK MATERIAL

☐

LAMINATED COLOR COPY COVER - a full color copy of your original hard or soft cover, laminated and used to make the new hard cover. (Note: Some stains & rips may still show slightly in the new copy). Additional \$20.00 - \$25.00. No need to make a material selection for this option.

☐

LEATHER BINDING - base cost will start at \$95.00 for bonded leather (a manufactured leather - not as strong as genuine leather), \$150.00 for genuine cowhide or pigskin, and \$185.00 for glazed leather (a very thick luxurious cowhide). Please choose your color option below.

CHOOSE LEATHER MATERIAL

3. Cover Upgrades

☐

Flexible - cover made with a soft core for a bendable cover. Adds \$15.00.

☐

Padded - cover made with padded boards for a thicker/spongy feel. Adds \$15.00.

☐

Flaps - extra extension of cover over text block, usually about 1/4". Adds \$10.00.

☐

1/2 or 3/4 Bind - two tone binding that adds \$30.00-\$45.00. Material section above is cloth used for cover, choose secondary material below for spine/corners.

SPINE/CORNERS:

} (1/2 or 3/4 binds only)

4. Typesetting

Next, please indicate how you would like your book hot foil stamped. We will try to match your preferences as best as we are able, but please know some variations may occur. Most often the title and author information is stamped in gold foil on the spine, but we can usually accommodate any message. The fields below represent the locations available for stamping. Start by adding a dashed line at the approximate height of your book to mark the top of the cover. Then, type what you would like printed line by line. You can also indicate the preferred font for each line by choosing from the drop down menu on the right. The choices here correspond to a numbered font from our stock font list, which can be found at the back of this form. **Please see our font list for further information on available font selections and pricing.

The base binding price only includes stamping on the spine OR front cover - up to 7 lines of type. If you prefer stamping in both locations it cost an additional \$9.00 , per 7 lines.

Choose One

VERT. SPINE

Ln

HORIZ. SPINE

Font

Approx. Height of Book at this Line

STAMP BOTH FRONT COVER AND SPINE

FRONT COVER

Font

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INDICATE PREFERRED
FOIL COLOR:

- ☐ GOLD
- ☐ WHITE
- ☐ BLACK (ALWAYS INCLUDED)
- ☐ SILVER
- ☐ COPPER
- ☐ BROWN (ADDITIONAL \$15.00 CHARGE)

5. Typesetting Add-Ons

- ☐ Imprint/Personalization - add the owners name to the book. \$3.75 per imprint.

INDICATE NAME

CHOOSE LOCATION

- ☐ Special accent(s) . Add \$5.00 per accent. (Ex. café, fällen)
- ☐ Underline text or title to add emphasis. Adds \$3.50 per title area.
- ☐ Standard top and bottom rulings (decorative bars added to spine). Add \$5.00.
- ☐ ***I am interested in other Grimm decorative rulings or designs.*** Please see design list for available options and pricing, then list desired items below. We will work with you to add these to your layout when the order is placed.

Item _____ X _____ quantity Item _____ X _____ quantity

Item _____ X _____ quantity Item _____ X _____ quantity

- ☐ ***I am interested in custom artwork.*** This usually requires a custom die to be made, and works best for logos and designer fonts. Cost is apx. \$175.00 for setup and \$15- \$25 per book to foiled. If interested, we will send more information.

Other Notes or Instructions:

6. Binding Preferences

New endsheets are part of the rebinding process - these will be white or off-white for no charge. But, we also offer black or silk moiré endsheets as well as high end marbled endsheets (2-3 colors swirled together) for an additional \$25.00 per book. You also have the option to provide you own end papers for an additional \$5.00, but we would need enough to make 2 books.

If you have decorative endsheets you want to save, the loose page can be bound into the new binding for no charge, or we can take a full spread color copy of the original endsheets for an additional \$16.00 per book.

Endsheets	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Marbled
	<input type="checkbox"/> Off-White	<input type="checkbox"/> Silk Moiré	<input type="checkbox"/> Provide your own
	<input type="checkbox"/> Bind in originals	<input type="checkbox"/> Color Copy	

Trimming services are included in the binding price. This means pages are normally trimmed 1/8" on the outer 3 sides to clean up edges. This is recommended for most books, but is not mandatory. Do you want your pages trimmed?

Trim	<input type="checkbox"/> YES (OK to trim as needed for a finished edge)
	<input type="checkbox"/> NO (leave pages as they are, edges may be rough or uneven)

7. Additional Binding Options

- ☐ Add a ribbon marker for \$4.50 per ribbon. INDICATE QUANTITY _____ INDICATE COLOR CHOICE _____
- ☐ Raised bands can be added to the spine of the book. Cost of \$25.00 includes a set of 4 ridges meant to mimic an older form of sewn bindings. Can be edged in gold ☐ or blind stamped ☐.
- ☐ The outside edges of the pages can be tinted gold ☐ or silver ☐. This is called gilding. It is often seen on bibles. It is an additional \$120.00.
- ☐ Pockets can be added to ☐ front or ☐ back cover for loose material that accompanies the book. There are a couple of types of pockets available. Choose from: ☐ plastic CD pocket for \$3.50, ☐ a full sized paper pocket for \$5.00, or a ☐ custom buckram pocket for \$10.00.
- ☐ Decorative labels added to spine starting at \$23.00 each.
- ☐ Centerfold sewing can be done for an additional \$2.00 per signature. This type of binding will open flatter, but pages must be provided in folded signatures.

8. Order Return Instructions

Our standard in house turnaround for most orders is usually about 4-6 weeks. You will be given the completion date at the time the order is written up. If you need something faster, there are a number of rush services available. The most common would be a "one week rush" which is an additional \$40.00 per book.

PREFERRED TURNAROUND:

☐ STANDARD ☐ RUSHED

** Specific Date Needed By: ____/____/____

When the order is completed you can either pick it up in person at our offices, or have it shipped directly to you.

☐ I WILL PICK-UP MY ORDER

Return shipping and handling options are:

PREFERRED SHIPPING METHOD:

☐ UPS GROUND or USPS PRIORITY MAIL - \$20.00 for the first book and \$3.00 for each additional book sent to the same address. Includes \$100.00 insurance on the package. We will use whichever service is of lower cost to your address, if you require one or the other in your area let us know.

☐ USPS MEDIA MAIL - \$13.00 for the first book and \$3.00 for each additional book sent to the same address. Insurance available at additional cost.

9. Shipping Address

☐ SEPARATE SHIPPING ADDRESS: If you would like the book shipped to another address, separate from the information you provided at the begin of the form, please fill in the

NAME:

ADDRESS:

CITY, STATE, ZIP:

PAYMENT INFORMATION

Based off of the selections on this form, we are able to generate an estimate for the project. You will find this below. Please keep in mind this is just an approximation of desired procedures and their respective costs. The final cost for the order will depend on the condition of the book once it is received by Grimm and any changes made to the order after it is evaluated by one of our binding specialists .

ORDER ESTIMATE:

Once the binding preferences have been confirmed, you will be given a sales order for final approval before any work begins. We require at least a 50% down payment when the order is placed, but payment in full is preferred.

You have a couple of options for payment. We accept checks or money orders, and most major credit cards (Visa, Master Card, American Express and Discover). We can even send you a PayPal invoice if you would prefer to pay online.

Giving a credit card number over the phone is usually the easiest, as there is less back and forth. To do so, please call at your convenience. Our number here is (608) 221-4443 x 1 and we are open 7:30 AM to 4:30 PM Monday through Friday.

Again, we are here to help! If you have any questions about how to fill out the form, how to submit your order, what works best for you book, or any part of the binding process in general, please don't hesitate to get in touch.



FONT SELECTION

STANDARD FONTS (Included in Base Binding Price)

For regular (non-leather) binding orders, you have a choice of three basic fonts that come included in the base binding price. Font 1, 2 and 3 are considered suitable for most orders and are most commonly used. These fonts are set and stamped by machine and are available in gold, white or black foil. Silver, copper or brown foil can be used for an additional \$15.00 per order. Not available for leather orders.

- ① **CHELtenham BOLD 20 PT. (UPPER CASE ONLY)**
- ② **Record Gothic Condensed 18 pt. (Lower case unavailable for vertical)**
- ③ **RECORD GOTHIC CONDENSED 14 PT. (UPPER CASE ONLY)**

UPGRADED FONTS (Included in Leather Binding Price or Available at Additional Cost)

For leather binding orders, fonts 4 through 15 come included in with the base binding price. These are Ludlow Fonts, which is a form of hand set type. Multiple foil colors are available at no additional cost, including gold, silver, copper, black, brown, and white. These fonts are also available for non-leather orders as an upgradeable option. It costs \$20.00 for the Ludlow setup and 1st line of text and then \$5.00 per additional line.

- ④ **Condensed Gothic 48 pt.**
- ⑤ **Bodoni Bold 36 pt.**
- ⑥ *Coronet Bold 24 pt.*
- ⑦ **Cheltenham Bold Extra Condensed 24 pt.**
- ⑧ **Cheltenham Bold Extra Condensed 18 pt.**
- ⑨ **Cheltenham Bold 18 pt.**
- ⑩ **Record Gothic Condensed 18 pt.**
- ⑪ **Medium Condensed Gothic 18 pt.**
- ⑫ **Record Gothic Bold Extended 14 pt.**
- ⑬ **Record Gothic Condensed 14 pt.**
- ⑭ **RECORD GOTHIC CONDENSED TEN PT. (NO LOWER CASE OR NUMBERS)**
- ⑮ **Old English 24 pt**

Please note: Font 7 & 8 have a tendency to fill in characters on softer materials. Not recommended for anything with a grain. Does well with Papers, Buckrams, and Antique Leathers.

****FONTS AS SEEN ONLY, NO OTHER SIZES OR STYLES AVAILABLE****
















DESIGNS & RULES

RULINGS

Rulings are decorative bars usually stamped accross the spine of a book to add visual interest and segment the spine into sections for text to be placed. A top and bottom rule is a simple way to dress up text on the spine, but more can be added. The cost listed is per ruling. Feel free to mix and match.

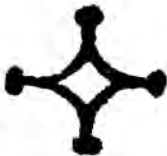
DESIGNS

Designs are small pre-made stamps that can be added to the spine or front cover of a book. The designs seen here are to size and are listed by cost per use.

1		no charge
2		\$2.50/ea.
3		\$2.50/ea.
4		\$3.50/ea.
5		\$3.50/ea.
6		\$4.00/ea.
7		\$4.00/ea.
8		\$4.00/ea.
9		\$4.00/ea.
10		\$4.00/ea.
11		\$4.00/ea.
12		\$4.00/ea.
13		\$4.00/ea.
14		\$4.00/ea.
15		\$4.00/ea.



D1-\$7.50/ea.



D2-\$5.00/ea.



D5-\$5.00/ea.



D3-\$5.00/ea.



D6-\$5.00/ea.



D7-\$10.00



D13-\$5.00/ea.



D11-\$5.00/ea.



D12-\$5.00/ea.



D10-\$15.00/ea.



D9-\$10.00/ea.



D4-\$5.00/ea.



D8-\$10.00/ea.