



CUSTOMER INFORMATION  
REPAIR FORM

NAME \_\_\_\_\_ DATE \_\_\_\_\_ PHONE # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ FAX # \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

REPAIR INFORMATION

TITLES BEING SENT-

\_\_\_\_\_  
\_\_\_\_\_

\*EXPECTATIONS/NOTES-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*If you have specific requirements of print, spacing and colors, please indicate above.

\*\*If left blank our Book Engineers will plan the best method to suit your project.

Please send 1/2 down when shipping your materials with this form for production to begin. If your preference is to have an assessment first by our Book Engineers, send your items in for review. Allow at least 2-3 weeks, for the assessment period. We will provide a detailed estimate for your review. Production work will not proceed until your approval is received in writing. All orders will have a \$25.00 per book minimum charge, for evaluation and return. If you choose to have the repair completed, the \$25.00 will apply to the cost of the repair.

(CHOOSE ONE) CHECK CREDIT CARD

CREDIT CARD INFORMATION (FILL ONLY IF PAYING BY CREDIT CARD)

(CHOOSE ONE) VISA MASTERCARD DISCOVER AMERICAN EXPRESS

NAME (As shown on card) \_\_\_\_\_

NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CCID (Last 3 digits of number on back) \_\_\_\_\_

Expiration Date \_\_\_\_\_

\*\*AFTER JOB APPROVAL, PLEASE ALLOW THREE MONTHS TO COMPLETE PROJECT\*\*  
THANK YOU.