

Long's-Roulet Bookbinders, Inc.
Preparation of Bonds / Closing Documents For Binding

On firm letterhead, please include the following:

- your name, address, phone, e-mail
- [buckram](#) color number AND imprint color
- imprint instructions (differentiate between spine and front imprint)
- if using volume numbers, please indicate Arabic (1, 2, 3) or Roman (I, II, III)
- is this a rush order (one week completion)? – otherwise 3 week turnaround cost center for internal billing (if necessary)
- a logo be imprinted? If yes, we need camera-ready artwork to have a die made

Please Consider this When Preparing Material:

- Paper clips, binder clips, rubber bands, and staples should be avoided. They can tear the pages or leave impressions. Redwell file folders seem to work best for pick-up or shipping of the page sets.
- If you want the spine imprint to read horizontally, please keep in mind that this is only possible if the volume is thick enough to support the amount of imprinting
- If a volume has a pocket for loose papers, it is usually best to send the insertions. If the material is thick, stubbing of the volume is needed to keep the binding even.
- Please mention in your cover letter if any pages are larger than 8.5"x11.0" (we will need to fold them in a special manner).
- Head and tail lines are added to all bindings of this type. Additional panel lines will be added for an additional fee. Please provide a mock-up of the desired imprint and placement of panel lines when requesting them.

Example of Cover Letter:

Enclosed please find 3 two-volume sets of closing documents. Each volume should be bound in buckram color 990, with imprinting in gold. The spine should read as follows:

Falk Finance Company, Inc.
Private Placement Offering of 1,000,000 Shares of Common Stock
August 11, 1993
Volume # (I, II)

Additionally, each volume should be personalized at the bottom with the recipients' name:
George Washington • Abraham Lincoln • John F. Kennedy

Reference file 57183 on your invoice. Please note that this is a rush request for a one-week turnaround. If you have any questions, I can be reached at 757.123.4567.