

**CUSTOM IMPRINT ORDERING INSTRUCTIONS**

Contact:	Org Name:
Phone:	Customer Number:
Item Number:	Fax:
Order Number (if known):	Quantity:

**Fax Completed Form:** 800-320-7706 (*Note: Minimum order is 2 boxes*)

**Email Camera-Ready Artwork:** [custom@thelibrarystore.com](mailto:custom@thelibrarystore.com)

Is this an **EXACT** reorder?  **Yes**  **No**

1. Exact reorder means that the printing copy and book pocket style are **EXACTLY** as the previous order. If yes, add "Exact reorder" to the Comments Section of your online order.
2. Is this a repeat order but with a New Book Pocket style for you?  **Yes**  **No**
3. If yes, please photo copy this form, fill it out and mail or fax it along with your order.

Please provide the wording exactly as you wish it to appear and attach it to this form along with your order. Unless you specify we will print the library or school name larger than the address. **Black printing only.**

**Rules to be included (circle one):****Library****School****Sending own****None**

(*Note: If sending your own rules, please attach a typed or printed copy*)

**School Rules:**

1. All pupils in the school are entitled to use the library and to check out materials.
2. Reference materials such as encyclopedias and dictionaries are to be used in the library only.
3. A fine is charged for each day an item is overdue.
4. All damage to material beyond reasonable wear and all losses shall be paid for.
5. No material may be taken from the library without being checked out.

**Library Rules:**

1. Most items may be checked out for two weeks and renewed for the same period. Additional restrictions may apply to high-demand items.
2. A fine is charged for each day material is not returned according to the above rule. No material will be issued to any person incurring such a fine until it has been paid.
3. All damage to material beyond reasonable wear and all losses shall be paid for.
4. Each borrower is responsible for all items checked out on his/her library card and for all fines accruing on the same.

Are you sending black and white camera-ready artwork?  **Yes**  **No**

(Black and white **Camera-Ready** artwork is required for new orders with a logo. Faxes and copies are not acceptable.) (An additional \$50.00 modification charge will be added to your order if artwork is not **Camera-Ready** and requires alterations.)

**Please allow 2 – 3 weeks for delivery.**