



TEXTBOOK REBINDING CHECKLIST

- Complete Textbook Rebinding List.
 - If you require separate invoices for departments, library or each school, complete a Rebinding List for each order to be invoiced separately.
 - Place Textbook Rebinding List in box one of each order.
 - If we do not receive the Textbook Rebinding List, Wallaceburg Bookbinding cannot be held responsible for any discrepancies

- Please ensure that the contact person on the Textbook Rebinding List can be reached during the summer.

- Packing:
 - Use sturdy boxes
 - Do not put over 50lbs in one box
 - Label each box "FOR PICKUP BY WBM"
 - Label each box with the school name (and department if applicable)
 - Label boxes 1 of 3, 2 of 3 etc.....

- Contact the bindery at 1-800-214-2463 to arrange for pickup.
 - If on our delivery route and more than 15 items, there is no charge for pickup & delivery
 - If you are not located on our delivery route, you will be given shipping instructions when you contact the bindery.

- Note:**
 - Textbooks are hardcover bound using buckram.
 - Colors are matched for each title set. Colors are not customer selectable.
 - The title is printed on the spine.
 - There is a minimum of 10 textbooks per title, otherwise they are processed and charged as library books.
 - It is the schools responsibility to verify pages are not folded prior to sending for binding
 - Textbooks rejected for binding, will be returned

We look forward to being of service to you. If you have any questions regarding the above please do not hesitate to call at 1-800-214-2463.

