



1-800-214-BIND

FAX (519) 627-6922



GUIDELINE FOR PREPARING BOOKS FOR BINDING/REBINDING

1. A binding ticket must accompany each book for binding.
2. When completing the binding ticket:
 - Make sure the information for the spine is as you would like it to be stamped.
 - Imprint is optional. It can be used for your name or similar.
3. Once the binding ticket is complete and printed, put it inside the book in the front.
4. Put the book in a box or study package and ship to the bindery. See the Contact Us section on the website, www.wbmbindery.com for where to ship. Please pack accordingly for shipping with a maximum of 40lbs in a box. Use a strong box or package and securely seal. If more than one box, mark the boxes 1 of 2, 2 of 2 etc...
5. Please also enclose a Customer Account Form with your shipment.