



Please enclose a copy of this sheet in the box.

CUSTOMER INFORMATION/RESTORATION

NAME _____ **DATE** _____ **PHONE #** _____

ADDRESS _____ **FAX #** _____

CITY _____ **STATE** _____ **ZIP** _____ **EMAIL** _____

RESTORATION INFORMATION

TITLES BEING SENT-

***EXPECTATIONS/NOTES-**

*If you have definite ideas of titling and spacing and colors, please indicate above, otherwise our very creative and great restoration team members will plan the best method.

ESTIMATED PRICES CAN BE FOUND ON THE WEB PAGE: www.houchenbindery.com and click on restoration. Please send ½ down when shipping your materials with this form. THANKS.

OR: You may prefer to have an evaluation first by our staff, and we therefore do need to have the items sent in. Please allow at least 2-3 weeks for the evaluation period. We will advise you of the exact cost of your order, and/or give you a range of prices using various materials and processes. 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, plus the T/H charge. If you do not have email, please send a self-addressed stamped envelope for this. (If you choose to have the work completed, the \$25.00 will apply to your bill.)

(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
A PERIOD OF THREE MONTHS TO COMPLETE PROJECT
THANK YOU.**

GENERAL OFFICE
HOUCHEN BINDERY, LTD.
340 First St.
Utica, NE 68456

(402)534-2261
(402) 534-2761 (Fax)
(800) 869-0420

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7917 Watson Rd.
St. Louis, MO 63119

(314) 918-7017
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