

FREE

Typing Service Request Form

Attach this form to the list of titles submitted.

**Return to: PERMA-BOUND • Attn: Typing Service Department
617 East Vandalia Road • Jacksonville, IL 62650
1-877-766-5649 • FAX 1-800-861-8143**

Send us pages from any Perma-Bound catalog or brochure with our six-digit order number indicating the titles you have selected. We will fax or mail a typed printout to you as soon as possible. **Submittals without our catalog order numbers will take longer.** Prices on printout are effective for 60 days.

Include a supplemental list of 20% over your order as replacements for out-of-print books.

If mailing, please keep a copy for your records.

Please send me

- Typing service for books only (no processing)
- Typing service for books with catalog card kits or bar codes (Include completed specifications pages if changing specifications or if they are not on file with Perma-Bound.)
- Quantity needed if printout will be mailed and you need more than 1 copy.
- Order slip writing service.
- New Perma-Bound Main Catalog (free)

Sales tax and transportation charges, if applicable, will be added to typed printout.

\$ _____ Indicate amount of DO NOT EXCEED.
_____ Date needed.

Select one printing option:

- Title-alphabetically
- Author-alphabetically
- Dewey number
- As listed
- Print book set name & total set price (individual titles listed with set is standard)
- Interfile set titles within print order (no set name listed)

To place your order, return one copy of typed printout with your purchase order.

Complete addresses are needed. Specify District Address for appropriate discount.

DISTRICT ADDRESS:

School District _____
School or Library _____
Attention _____
Address _____
City _____ State _____ Zip _____
Phone () _____ Fax () _____
Best time to call _____

SCHOOL OR LIBRARY ADDRESS:

School or Library _____
Attention _____
Business Address _____
City _____ State _____ Zip _____
Phone () _____ Fax () _____
Home Phone (optional) () _____
E-mail _____
Home E-mail (optional) _____

Special Instructions: Indicate below if you want the typing service reply sent to an address other than the address above.