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**Estimate Request**

Please feel free to request an estimate and/or a review of your project from us. Simply fill out the form below, and send the form to us via fax or mail. After receiving your request, a sales associate will contact you either via phone or email to follow up and provide you with the desired information.

Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, state, zip: \_\_\_\_\_  
Daytime phone (8:30am to 4pm) (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_, ext. \_\_\_\_\_  
Email: \_\_\_\_\_

My project is:    \_\_\_ Thesis       \_\_\_ Book

Type of Binding: \_\_\_\_\_  
(For binding type, reference Services page on our Web site, [ridleysbookbindery.com](http://ridleysbookbindery.com))

Spine Information: (Title, author, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Cover Cloth Color Number: \_\_\_\_\_ (Go to Color Guide for color numbers on our Web site, [ridleysbookbinder.com](http://ridleysbookbinder.com))  
Cover Lettering Color:   \_\_\_ White       \_\_\_ Black       \_\_\_ Gold

Other Information:  
\_\_\_\_\_  
\_\_\_\_\_

Would you like an estimate before work is started?    \_\_\_ Yes       \_\_\_ No  
Do you need someone to call to discuss your project?   \_\_\_ Yes       \_\_\_ No

When we receive your request, we may ask you to send us the item(s) you want bound. We recommend that the item be shipped to us via a carrier that has tracking capabilities, such as UPS, DHL, etc. Should you decide that you do not want us to proceed with work once you have sent us the item and we have discussed the project with you, we will return the item to you via UPS with tracking capabilities. The item will be returned at your cost, and we cannot ship to PO Box addresses.

Should you ask us to proceed with the project, payment for work may be made with VISA, MasterCard, bank draft, or money order. Sorry, personal checks are not accepted. Allow between two to eight weeks for delivery of your finished work, depending upon the scope of your project.