

Milton S. Eisenhower Library
3400 North Charles Street
Baltimore, Maryland 21218

Commercial Binding Office Request for Services Payment Form

Name of Contact: _____

Department/School: _____

Cost Center/Internal Order to be charged: _____
(formerly AREA-ORG)

Fund to be charged: _____
(formerly CUPS FUND)

General Ledger account to be charged: _____
(formerly OBJECT CODE. Usually 631101 - Library Binding)

Service	Cost	Service fee per volume	Quantity	Amount
Serials Binding	\$7.35	\$3.00		
Book Binding	\$6.50	\$3.00		
Thesis Binding	\$6.85	\$3.00		
Newspaper Binding	\$22.50	\$3.00		
Large Newspaper Binding	\$36.50	\$3.00		
TOTAL				

Name of Departmental Administrator: _____

Authorized Signature: _____

Phone ext: _____ Date: _____

Delivery Method: (choose)

Pick-up E-mail address: _____

Campus Delivery Contact Person: _____

Campus address: _____