

HOAG & SONS', INC.

145 N. MAIN ST. • EATON RAPIDS, MI 48827 • (517) 857-2033 • (517) 857-4194 Fax

New Customer Information Sheet

Name of Publication(s) _____

Ship _____ Bill _____
To: _____ To: _____

Check if you would like **invoices**: Faxed _____ Emailed _____ Mailed _____

Service(s) Requested (check all that apply): _____ Binding _____ Digital Scanning _____

About Your Newsfiles

Newsfile Size _____ **Frequency of Publication (circle)** _____
_____ Broadsheet (metro) _____ Tabloid _____
Daily Weekly Semi-Weekly Tri-weekly Monthly Other _____

Dates or holiday where papers are not published _____

Method of Shipping Files To Hoag

_____ Customer will place Hoag on their mailing list as a subscriber, EFFECTIVE _____
_____ Customer will hold all files for bulk shipping to Hoag. Files will be considered complete and ready to bind

Production Requirements

| Binding | Digital Scanning |
|---|--|
| Number of bound copies(books) per binding period _____ Newsfiles are to bound by: Calendar Date _____ or Volume numbers _____ | Output format (circle) JPG PDF TIF |

Circle items to be included in the Binding, Scanning or Microfilming (Additional charges apply):

Advertising Inserts Supplements(Parade magazine, etc) Special Sections, Other _____

For additional services, circle the following (Additional charges apply):

Front Cover Stamping Volume Stamp Edition Stamp Color Buckram Monthly Index Tabs

Contact Information

Contact For Production Issues: _____ Phone _____

Contact For Admin. Questions: _____ Phone _____

Fax _____ Email _____

Authorized Signature: _____ Title: _____