Bindery order flow chart

1. Collect broken books and check out to "bindery" in Destiny. You may have to create a user and call it bindery if one doesn't exist already.
2. When you are ready to place the order (usually just once or twice a year), sort books into type of binding you want. For most hardcover books I use Color 4 Ever. For paperbacks, I use Color 4 Ever if the cover is messed up. If it is in great shape, you can use RealWrap. Once sorted, fill in the Houchen order sheet (found on their website.)
3. Calculate the cost, including delivery fee. Use the most recent prices, found by contacting Houchen through their website.
4. Create a Requisition in eFinance. Vendor # is 80003040. Use account #6245. Commodity code is 550-001. In comments, include the phrase "Save all Labels and barcodes" so that they will not get rid of those. It makes it easier on the return side. When you get the PO# back write the PO# on the Houchen count sheet.
5. You can send them in any box you have. When boxing the books, put all the books you have being bound the same way together. Use a different box for different methods. If you only have a few, you can box them together if it is EXTREMELY clear what books will be bound which way. Put a copy of the Houchen ticket (with the PO# on it) you completed and a list from Destiny of all titles in the box. Label the outside of your boxes with your school, Houchen Bindery, and how many boxes (box 1 of 3, for example).
6. Email CISD TLC warehouse driver Jon Magee and let him know you have an order for Houchen that needs to be picked up. I leave mine in the front office.
7. Then the magic happens. The books get picked up. They return several weeks (6-8 weeks from my experience) later looking all nice. Check them back into the system since they are checked out to bindery. You might need to remake some labels because they can get somewhat fuzzy in the process.

By Marie Willingham