



[www.hodgesandirvine.com](http://www.hodgesandirvine.com)

# Customization is our specialty,

Scheduling member events, dining or athletic activities is a vital part of outstanding service. Recording such varied activities is complex and, with other manufacturers, the available products for tracking reservations is limited. This isn't the case with Hodges & Irvine's catalog of custom designed books.

For more than 55 years, Hodges & Irvine has been producing custom designed reservation books for discriminating clients. Each book is made with quality materials and the durable bindings needed for daily use. Dates and holidays are already printed on every page to save you time, — and to avoid possible mistakes.

**Design for Maximum Efficiency**  
With our years of experience and available design tools, the process of making a custom book is a streamlined process at suprisingly little additional cost. Many properties have a preference

A simple, plain line form for scheduling activities. The page is titled "Wednesday, January 13, 2010" at the top. The rest of the page is a grid of horizontal lines, providing a space for handwritten entries.

*Pre-Designed Plain Line Form, 12x09*

for more — or less — detail in scheduling their activities. So if you don't see a pre-designed book that is right for you, let us custom design a book just the way you want it. If your property has more function rooms, more frequent table turnover, different course or court activity or different information to be captured, you need to customize to achieve maximum efficiency.

A complex, multi-column fitness and spa schedule. The page is titled "Thursday, January 14, 2010" at the top. The schedule is organized into columns for different times of the day (e.g., 6:00-7:00, 7:00-8:00, etc.) and rows for different activities or sessions. The form includes various checkboxes and fields for detailed scheduling.

*Custom Fitness & Spa Schedule, 12x09*

For example, look over the customized sample shown here. The image on page two shows one of our simplest pre-designed forms, a Plain Line document with little more than the date. The document directly above illustrates the kind of complexity that Hodges & Irvine is capable of and excels at producing.

As an example of the evolutionary leap between our most simple pre-designed form and one of our most complex documentation spreads, the above image showcases the capabilities of the Hodges & Irvine design team. The previous page displays our most simple form, the pre-designed Plain Line. The form directly above is a 2 page per day schedule for workout times, assigned spa use and training sessions for group fitness.

# and books are our business.



## Huron and Superior Books

Our Huron and Superior Series features the cover and binding we use on most of the books we make. The advantage of this book is the wire spiral, which allows it to lay completely flat on a table, desk or podium. Huron and Superior book covers are made of postboard wrapped in imitation leather.

Huron and Superior books are available in annual volumes or prorated to fit any portion of the year. Months are separated by tabs and month-at-a-glance sheets. Pages are printed in grayscale and double-sided, with all legal and religious holidays.

The difference between Huron and Superior is that Hurons use pre-designed forms. Any customization that deviates from a pre-designed form upgrades a book to a Superior.

Books can be made in a large variety of sizes with the most popular being 11 x 8, 12 x 9, 14 x 11 and 17 x 11.

Huron Books pricing begin at \$120 per year.

Superior Books pricing begin at \$150 per year.



## Erie Series Binding

If your budget is tight and flexibility high, then you'll find the Erie Book series will fit your needs. All Erie products are produced and priced using pre-designed forms in our smallest book size, 11 x 8. This includes page dates and holidays, but lacks the monthly tabs of our other lines. Eries are bound using a metal double loop and durable plastic covers.

Annual.....	\$88.00
Semi-Annual .....	\$44.00
Quarterly .....	\$22.00



## Ontario Series Binding

When only the case bound look will do, we have developed a postbound binding method to fit your tastes. By adding a material backing to the spine of a postbound book, our new Postbound series of books has the strength of casebound products as well as their appeal.

Postbound binding uses 3 small metal posts to secure the pages and cover of your reservation book. The spine is made of the same imitation leather as the cover and can be gold foil stamped with the year.

If you're still in the market for a casebound book, Hodges & Irvine can get that done as well. Be aware that proper casebinding requires a month for production and delivery.



# Combination and Custom Solutions

## Table/Function Books

One of our most frequent requests is to mix the benefits of Function Book event listings with the ease of Table Book documentation. We have established an entire line of Pre-designed Table/Function Book

Forms for all our bindings, and to serve as a beginning template for further and more complex changes and specifications. The form to the left is our 12 x 9 pre-designed page for Table and Function books. The form on the next page is an example of a customized page, with descriptions of the kinds of changes we produce.



A pre-designed combined form for Wednesday, October 25, 2010. The form is divided into four main sections: A.M. MEETINGS & LUNCHEONS, P.M. MEETINGS & DINNERS, LUNCH RESERVATIONS, and DINNER RESERVATIONS. Each section contains a grid for recording details such as room names, times, and names.

*Pre-Designed Combined Form,  
12x9*

Room names may be changed to specific locations.

Special notes may be added or taken away to allow for more lines to the overall layout.

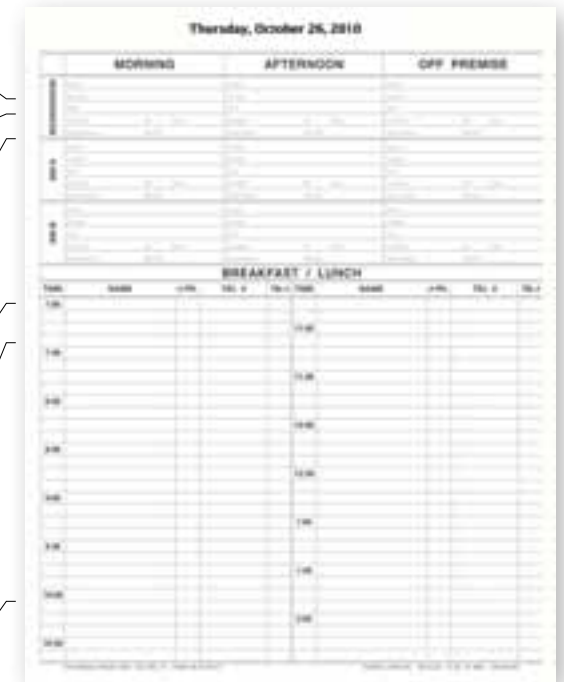
The words used in every layout can be customized.

Choose from several samples or create your own.

Choose a time frame to schedule parameters.

Writing space is customizable as well, but this often changes the form and book size.

The number of lines in each book determines its final size. The more lines requested, the larger the final product.



A custom combined form for Thursday, October 26, 2010. The form is divided into three main sections: MORNING, AFTERNOON, and OFF PREMISE. Below these sections is a section for BREAKFAST / LUNCH. The form is more detailed than the pre-designed version, with more columns and rows for recording information.

***Custom Combined Form,  
14x11***

As an example of the custom books we design, the form above features several small changes that add up to a make a product that serves their needs specifically and efficiently.

The callouts to the right pinpoint a few of the alterations. Consider these and more when you place your order.

# Pre-Designed Products and Standard Samples

A pre-designed table book form for Sunday, March 25, 2010. It features a header with the date and a table with columns for 'NAME', 'NO.', and 'PHONE'. The table has multiple rows for recording information.

*Pre-Designed Table Book Form,  
11x08*

A pre-designed function book form for Saturday, March 20, 2010. It is divided into two columns: 'A.M. MEETINGS AND LUNCHEONS' and 'P.M. MEETINGS AND DINNER'. Each column has a list of time slots for recording events.

*Pre-Designed Function Book Form,  
11x08*

A pre-designed appointment book form for Saturday, September 21, 2010. It features a vertical list of names on the left side and a large grid of time slots for scheduling appointments.

*Pre-Designed Appointment Book Form,  
11x08*

A pre-designed guest registry form titled 'GUEST REGISTRY'. It has a header with the title and a table with columns for 'NAME', 'ADDRESS', and 'PHONE'. The table is designed for recording guest information.

*Pre-Designed Guest Registry Form,  
11x08*

A pre-designed plain line form for Wednesday, January 13, 2010. It consists of a simple header with the date and a large area of horizontal lines for writing.

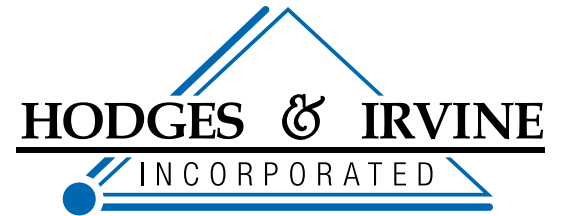
*Pre-Designed Plain Line Form,  
11x08*

Our catalog of pre-designed forms include a variety of documents. Each is designed to fit our many book sizes and maximize the use of the page.

Speaking with a Hodges & Irvine sales representative will allow you to mix and match the purposes of any pre-designed form to create a document tailored to your property's daily needs and activities.

A pre-designed log book form for Thursday, September 16, 2010. It features a header with the date and a table with columns for 'DATE', 'TIME', 'NAME', 'ADDRESS', and 'PHONE'. The table is designed for recording log entries.

*Pre-Designed Log Book Form,  
11x08*



# Contact Us!

We're very interested to hear if you have further requests or would like to learn more about our books.  
Please fax this form back to us and our sales team will respond.

Company \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

I am interested in: *(check all that apply)*

TABLE BOOKS

FUNCTION BOOKS

COMBINATION BOOKS

GUEST REGISTRIES

LOG BOOKS

APPOINTMENT BOOKS

PLAIN LINE BOOKS

OTHER

Please complete this form and fax it to 1-810-329-0151