UM BINDERY/Binding Instructions

Job No. ___________________ Dept Name ___________________
Date Sent ___________________ Date Returned ___________________

☐ CLASS "A" BINDING

☐ Book

☐ REMOVE:
☐ Ads ☐ Covers
☐ Indiv Indexes

☐ MOVE:
☐ TP ☐ TC
☐ Pages Missing
☐ Newbound
☐ Bind on right
☐ Handsew
☐ Do Not Trim
☐ Folds
☐ Pocket ________

☐ LUM BINDING

☐ Bind covers in
☐ Staple ☐ Oversew

☐ ARCHIVAL PAMPHLET

☐ SHEET MUSIC (NT)

☐ Bind ______ parts
☐ Make pocket

☐ PORTFOLIO
High ☐ Wide
☐ Cloth Flaps
Spine ________

Letter Spine EXACTLY As Follows

Do Not Write In This Space

Recycle This Paper
Form AC 77 Rev 5/87 591541