

CUST. LOT NO.	ITEM NO.	DEPARTMENT		CATEGORY	BINDING CLASS									
ACCOUNT I.D.	TITLE I.D.	COLLECTION	LEVEL	SPINE LETTERING/PLEASE TYPE OR PRINT					SET OF		DATE SENT			
NAME							COVER COLOR		MATCH LETTERING (EXTRA CHARGE)					
							PRINT COLOR		RUB SENT					
<input type="checkbox"/> SAVE TITLE (NEW) <input type="checkbox"/> PERMANENT CHANGE <i>BINDING CLASS CIRCLE ONE ONLY</i> <input type="radio"/> 01 PERIODICAL CUSTOM (F+B ADS OUT) <input type="radio"/> 02 PERIODICAL STANDARD (ADS IN) <input type="radio"/> 03 PERIODICAL BUDGET <input type="radio"/> 04 PERIODICAL LUMBIND <input type="radio"/> 05 BOOK/PAPERBACK ADHESIVE BIND <input type="radio"/> 5P PRESERV. PHOTOCOPY-ADHESIVE BIND <input type="radio"/> 08 BOOK/PAPERBACK-SEWING OPTION <input type="radio"/> 8C BOOK/PAPERBACK-CLASSIC RECASE <input type="radio"/> 09 PAPERBACK-ACME BIND <input type="radio"/> 10 PAPERBACK-NORCLOTH <input type="radio"/> 11 PAPERBACK-NORLAM <input type="radio"/> 12 PAMPHLET-CLEARVU <input type="radio"/> 14 THESIS <input type="radio"/> 26 PAMPHLET GRAY BOARD <input type="radio"/> 27 PAMPHLET CLEAR FRONT							WHITE		SAMPLE SENT					
							GOLD							
							BLACK							
							BINDERY USE ONLY							
							OR	NF	HF	CF	PF			
							AR	AF	RR	RF	TF	TR		
							TOP	0	1	4				
							BOTTOM	0	1	4				
							FRONT	0	1	4				
							BE	BS	EC	PA	—			
							F	HA	HL	HP	—			
							MB	MF	MS	KP	—			
							ML	MI	OC	FP	—			
							P	PT	SC	AT	—			
							PC	PK	PL	PM	PO			
							PP	PV	P3	P5	RL			
							SR	SE	SW					
							MANUAL							
INSTRUCTIONS														
<input type="radio"/> RETAIN SEWING <input type="checkbox"/> DO NOT TRIM <input type="radio"/> SEW THRU FOLD <input type="checkbox"/> BIND AS IS <input type="radio"/> ADHESIVE BIND <input type="checkbox"/> MOUNT COVER <input type="radio"/> OVERSEW <input type="checkbox"/> POCKET														