

ACCOUNT NO. TITLE NO. STYLE SLOT

SPINE LETTERING

ISSN.

NAME



VOL. / YR.

FREQUENCY

PREM. CHANGE  
 NEW TITLE

**PERIODICAL**

**BOOK**

TITLE PAGE

RECASE

TABLE CONT.

MOUNT COVER

INDEX

POCKET / CLOTH

FRONT COVER

POCKET / PAPER

BACK COVER

\_\_\_\_\_

ADS

\_\_\_\_\_

STANDARD BOOK

FLEX-S

CUSTOM BOOK

FLEX-M

THESIS

MUSIC

DUSTIE

\_\_\_\_\_

**INSTRUCTIONS TO BINDERY:**

COVER COLOR SET OF

PRINT COLOR

**BINDERY USE ONLY**

HAND TRIM

STF

RECASE

STUB

EXTRA TIME \_\_\_\_\_

MIN.

REASON \_\_\_\_\_

OTHER \_\_\_\_\_

BINDERY COPY