

BINDER WILL FOLLOW SLIP EXACTLY

NAME AND ADDRESS

TITLE

ADV	TITLE PAGE
FR COVER	TABLE CONT
RR COVER	INDEX
MATERIAL COLOR	STAMP COLOR

FOR BINDERY USE ONLY



SPECIAL INSTRUCTIONS

- NEW TITLE (NEVER BOUND BEFORE)
- PREVIOUSLY BOUND - HOUCHEN
- PREVIOUSLY BOUND - OTHER (IF VOLUME PREVIOUSLY BOUND BY ANOTHER BINDERY, PLEASE SEND PHOTOCOPY WITH BOTTOM OF SPINE CLEARLY VISIBLE.)

MANDATORY FIELDS MARKED IN GREEN

STAMP COLORS USED BY HOUCHEN BINDERY ARE:

Black
Gold
White

OPTIONAL FIELDS MARKED IN BLUE

- Collation use; runs extra charges. Highly discouraged.

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