

Bindery Order

NAME _____	FINISHED SIZE _____
ADDRESS _____	QUANTITY DESIRED _____
PHONE _____	DATE DESIRED _____
	P.O. # _____

OPERATIONS TO BE PERFORMED	FORM TO US	ADDITIONAL INFORMATION
FOLD	FLAT SHEETS	
PERFORATE	4 PAGE SIGS.	
CUT	8 PAGE SIGS.	
COLLATE	COLLATE	
GATHER	16 PAGE SIGS.	
SIDE STITCH	PRE-COLATED	
SADDLE STITCH	OTHER	
COMB BIND	FINISHED FORM	
PERFECT BIND	SADDLE BOOKS	
HOLE DRILL	PERFECT BOOKS	
ROUND CORNER	FOLDED SHEETS	
OTHER	FLAT SHEETS	

AUTHORIZATION SIGNATURE

BINDERY USE	JOB NO. _____
-------------	---------------

	Quantity	Spoil	Finished
FOLD SECTION 1			
SECTION 2			
SECTION 3			
SECTION 4			
SECTION 5			
SECTION 6			
PERFORATE			
SADDLE			
PERFECT			

NO OF BOXES _____ NO FINISHED PIECES _____