

### Example of Binding Instruction Slip for use with Journals & Monographs

Send top 2 copies of filled out Binding Instruction slip set with each title to be bound  
 And keep bottom copy for your records. The top copy will be returned to you with bound volume

Date Sent		* FOR BINDERY USE	
No of Vols sent This Title	Down Spine	Rub* No	
Lettering		Periodical	Books
<p><b>BRITISH JOURNAL OF LAW</b></p> <p><b>VOL. 4</b></p> <p><b>2003-4</b></p> <p><b>Class No BJL 457</b></p>		New Title	
		Bind to Patt Vol	
		Bind to Rub Suppl.	
		MATERIAL SHADE	
		Bind Incomplete	
		Adverts In	
		Adverts Out	
		Bind Covers in position	
		Bind Covers out	
		Bind Covers together <small>Front Back</small>	
Contents Front/Back			
Index Front/Back			
Edges Trimmed/Untrimmed			
Lettering Gold/Foil			
OTHER INSTRUCTIONS:		<p><i>Add single gold line at head and tail of spine</i></p>	
* Board Height			
* Batch		Price	

**F. J. BLISSETT & CO LTD BOOKBINDERS**

Enter date of sending

Enter total number of volumes to be bound of this title here

Advise us if you know that some pages are missing

Tick relevant box if double-sided pages of ads are to be left in or taken out

Cross out inappropriate instructions here & write in foil colour if not gold i.e. white/silver/black

Use this area as a dummy spine to write in spine lettering & numbering required

If lettering is to run along spine ring whether to read Up Spine or Down Spine

Enter Library/customer name here

Tick here if sending this title to Blissetts for binding for the 1<sup>st</sup> time

Leave shaded boxes blank

Tick here if sending bound volume as pattern to follow

Tick here if sending photocopied bound spine to follow

Enter shade code of cloth colour if known

Are part /issue covers to be left in as published or taken out? Tick relevant box

Part covers can be collected at front or rear of bound volume – tick here and cross out either front or rear

Where do you want any volume contents/index pages located in bound volume? Tick & cross out as appropriate

Add any special instructions here e.g. bind two volumes together as one bound volume or split volume into two bound volumes