

Folding: In half In Three (C-Fold) In Three (Z-Fold)
Stapling: One—Corner Staple
 Two—Side Staples
 Booklet Format—Centre Staples
Extras: Glue 3-Hole Punch Cut

Binding—Black*
 1/4" () 5/16" () 3/8" () 1/2" () 5/8" () 3/4" () 1" ()
 1-1/2" () 2" () Other: ()

Coil Binding—Black*
 6mm () 7mm () 8mm () 10mm () 12mm () 14mm () 16mm ()
 () 20mm () 25mm ()

* Other binding colours may be special ordered

Graphics:
Desktop Publishing: Layout & Design of Document
 Changes to Existing Document
 Document on Disk(s) provided
 Document Emailed/Faxed/Mailed**
 Scanning

** (Please phone to confirm receipt of document)

COMPLETED PRODUCT:

Delivery Instructions: Express Courier To Pick-Up Mail

Mailing Labels:

Envelopes:
 #10 _____
 7 X 10 _____
 9 X 12 _____
 10 X 13 _____

Forward To: _____

Originals: Return to Originator
 File at Sport New Brunswick for 6 months
 Discard

Other Instructions:

NOTE: Some items may not be in stock at time of order. You will be notified if we are unable to meet your specific needs. At which time, stock may be ordered in for you or you can choose from what is immediately available.
 *Bindings are usually available in black—other colours can be ordered depending on availability.