Note for the print shop

Everything needed to print and punch this binder in one go. Please keep the pages in file order.

FILE	upkeep-papers-home-records-binder-print-shop-letter.pdf
PAGES	136 pages, of which 27 are intentionally blank. Leave the blank pages in: they keep every section starting on a right-hand page.
PAPER	US Letter (8.5 x 11 in), plain paper, any weight you would use for a binder.
PRINT	Double-sided, flip on the long edge. 100% (actual size): no scaling, no “fit to page”.
COLOUR	Colour or greyscale. Headings and tabs are one dark green; the worked examples are typed in dark blue.
CARD	If card is wanted for the dividers: pages 17, 47, 73, 89, 109 and 131. Each has a blank back.
CUT-OUTS	Pages 133 and 135 are labels to cut out; they need no holes.
PUNCH	3 holes on the left edge of each right-hand page. The margins are mirrored, so the holes clear the printing on both sides of every leaf.
FINISH	Do not trim. No binding: the customer files the pages in a ring binder.

FOR THE CUSTOMER

This note goes with the print-shop file. The print-shop file holds the same pages as the binder file, with blank backs added for double-sided printing, so every page number printed in the binder still matches.

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