

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-vehicle-and-machine-binder-print-shop-a4.pdf
PAGES	178 pages, of which 36 are intentionally blank. Leave the blank pages in: they keep every section starting on a right-hand page.
PAPER	A4 (210 x 297 mm), 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 15, 47, 75, 107, 137, 145, 153, 155, 157, 159, 161, 163, 165, 167, 169 and 171. Each has a blank back.
CUT-OUTS	Pages 173, 175 and 177 are labels and cards to cut out; they need no holes.
PUNCH	2 or 4 holes (the customer's binder decides) 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.