



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: \_\_\_\_\_

\* 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.