

Bindery Process Order of Events

- I. Customer Process & Preparation
 - selection & evaluation
 - bindery prep incl. data
 - packing for pick up

- II. Driver Pick Up \ Shipping procedure
 - shipping record
 - load \ unload
 - stage for check-in

- III. Check In Department
 - unpack & verify count
 - mark \ code \ etc.
 - instructions
 - measure
 - sort for page attachment
 - specials \ collation

- IV. Page Attachment
 - tree review
 - Periodicals: STF, DFA, OVS, difficult mat. To DFA, Specials (recase)
 - Mono's: Recase, DFA, Specials (Occasional STF & OVS)
 - Recase techniques: tip on \ stab on \ stf
 - spine lining process for each treatment

- V. Staging \ Forwarding
 - dry time
 - nip (or not depending)
 - trim \ no trim
 - Spine treatment \ R&B – FB
 - Board Cutting \ Spine Inlay

- VI. (Lettering Operation – supplier department)
 - data collection methods
 - formatting \ text fit
 - stamping
 - specials

- VII. Case making \ Case In
 - cover match
 - case gauge, assembly and turn in
 - case fit \ bone hinge
 - case in & press
 - inspection process (outline of its own)

- VIII. Billing & Shipping
 - counts, charges & completeness
 - packing (by customer instructions)
 - truck load & trip instructions

- IX. Misc.
 - invoicing
 - specials, supplies, boxes, conservation, etc.