

**Appendix 4.**

**Table of Contents for UC Binding Manual (Draft)**

# **University of California Binding Manual**

## **Table of Contents**

- I. UC Binding Policy
- II. Description of products and services
- III. Standards for spine labeling
- IV. Price list
- V. Standard turnaround times
- VI. Allotment by campus for 2 week turnaround times
- VII. Inventory control of binding shipments
- VIII. Fiscal control of binding shipments
- IX. Examples of standard forms used for inventory and fiscal control
- X. List of binding contacts and stakeholders at the binderies and at all campuses
- XI. Latest annual report for each bindery
- XII. Final Report of the UC Binding Process Improvement Task Force and updates to the report