



## Change Order

**Date:** 6/18/2020

**To:** Mike Murphy  
UPS Store 5692 Forest Lake

**From:** Michael Cress

**Change order #:** 24855co1

**Your PO #:**

**Your job #:**

**Project name:**

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**Change:** Have to pre-trim backbones of dissimilar sized book blocks to get to a uniform size.

**Price:** \$55.00

**Note:** Hi Mike, Just want to reiterate that while we're going to do the best we can, there's a good chance we may be trimming into copy, and that the image on the text will be moving 1/8" spine to face, and 1/8" head to foot. We will be oversizing the book to approx. 8-5/8" x 11-1/8". Please reply with a confirmation that this will be ok.

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Please review and sign to acknowledge receipt, or issue an updated purchase order.

Binding Fulfillment Finishing