



## Change Order

**Date:** 12/22/2020  
**To:** Joe Sherry  
West Group  
**From:** Jane Etienne  
**Change order #:** 26858co1  
**Your PO #:** 4501025601  
**Your job #:**  
**Project name:** Handi GD to Brit Colum OH and S 20E

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**Change:** Due to the way the books came into us if we were just to cut and punch we would punch into type. To fix we will now cut, remove covers, go back to the cutter and take a trim on the face and another trim from the spine. We will then cut the covers and marry them back on the books before binding.

**Price:** \$405.00

**Note:**

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

Binding Fulfillment Finishing