

Instructions for using the loose leaf minute book

1. **Print minutes on both sides** of A4 paper at the same time considering the margin required (Approximately 20mm on all side margins).
2. Place the Summons or any additionally required inserts, i.e. Dispensations etc.. unfolded so as to reduce the paper thickness for each “glue leaf”.
3. Glue the inserts (Minutes, summons, etc) together using a Permanent **Pritt**® Roller (Product Code **UP701P**) or similar.
4. When all pieces are glued together, run dabs or line of glue down the rear edge of the last page/sheet and position it carefully in place **on the long “glue leaf”**, ensuring that the pages are within the binding and not protruding.

Please note that the **short leafs are not to be used to glue pages** to. They are simply there to pad out the book as you fill it. If you did not have the short leafs the book would fill the width of the spine binding before you had used the entire long “glue leaves”.

It is suggested that you should get one meeting to one “glue leaf”, which will give you approximately 50 meetings. **If you regularly insert more than 3/4 pages** then you may wish to spilt that over 2 “glue leaves”.

