

Date sent to YRL	Library/ Code Name	Date sent to YRL	Library/ Code Name
Title		Title	
Process only Item	For Bindery	Process only Item	For Bindery
Collection code	P.O. / Bill Direct	Collection code	P.O. / Bill Direct
Itype	P.O. #	Itype	P.O. #
Spine label instruction	If book cannot be rebound, it will be Returned	Spine label instruction	If book cannot be rebound, it will be Returned
Send copy to YRL & Photocopy one copy for your records, all items need ID stamps		Send copy to YRL & Photocopy one copy for your records, all items need ID stamps	
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