

## QUALITY CONTROL FOR RECEIPTS

### The Outside

- incorrect cover color
- Excessive glue:
  - a) head
  - b) tail
- inaccurate lettering
- uneven rounding & backing
- spine shape

### The Inside

- wrong case
- badly cased-in
- uneven squares
- trimming, text cut
- textblock orientation
- Leaf Attachment – excessive glue
  - a) head
  - b) tail
  - c) inner margin
- loose sewing
- binding margin
- collation
- loose pages (DFA)
- loose pages (STF)
- endsheets appropriate to leaf attachment
- improperly glued paste downs
- dry hinges
- special instructions not followed
- product code change
- any other problem – please explain  
(on reverse of sheet, if necessary)

Please shelve pocket items separately for inspection

## QUALITY CONTROL FOR RECEIPTS

### The Outside

- incorrect cover color
- Excessive glue:
  - a) head
  - b) tail
- inaccurate lettering
- uneven rounding & backing
- spine shape

### The Inside

- wrong case
- badly cased-in
- uneven squares
- trimming, text cut
- textblock orientation
- Leaf Attachment – excessive glue
  - a) head
  - b) tail
  - c) inner margin
- loose sewing
- binding margin
- collation
- loose pages (DFA)
- loose pages (STF)
- endsheets appropriate to leaf attachment
- improperly glued paste downs
- dry hinges
- special instructions not followed
- product code change
- any other problem – please explain  
(on reverse of sheet, if necessary)

Please shelve pocket items separately for inspection

