

ARKHAM BANK PASSBOOK

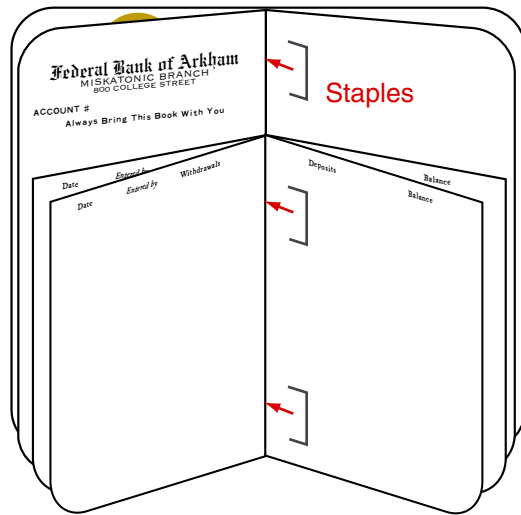
Print this page on white or off-white cardstock. Print following pages on ordinary white paper.

Prepare cover.

Cut out the cover on this page, and pre-fold the spine at the light blue lines. There should be two separate and distinct folds.

Assemble page insert.

Follow directions on following pages to cut, fold, and glue the pages of the book together. There are four full-size pages and four half-pages. When the pages themselves are prepared, align all pages along the bottom edge and sew or staple them into a unit, as shown below. Sewing would be more authentic, and is easily done on a machine. If sewing, run a short straight stitch all the way up the center fold. If stapling, use three staples, points to the back.



When page insert is complete, use a glue stick to glue back of first page to inside front cover. Glue back of last page to inside back cover. Do not put glue on the spine itself.

When book is fully assembled, trim to even all the edges, if necessary, and round the corners.

Enter bank account and transaction information by hand. Use a rubber stamp for the dates of transactions, if possible.



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Questions? Ask them.
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Glue back of
this page
to back of
this page.

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