**STEP 10 INVENTORY BOOKLET INFO AND PRINTING INSTRUCTIONS**

**INFO:**

* The “on-the-go” Step 10 Inventory Booklet measures 7” X 8.5” (half-legal size) and fits well into a purse, tote, backpack, etc.
* Cost: At Staples, the booklet cost **$18.24 for printing** + **$8.19 for finishing**, including spiral binding, clear front cover, and black back cover, totaling **$26.43** + tax. This cost is quite a bit more than initially expected.
* For those who would like to have a less expensive version of the “on-the-go” booklet, a less expensive option would be to print the booklet, but eliminate the finishing, and just staple the booklet together.
* An even less expensive option is to print multiple copies of the standard 8 ½ x 11 versions of the Step 10 Inventory Worksheet, Step Four Glossary, and other resources, which are all referenced in the booklet file, and staple everything together or create an “inventory binder” or folder. All of these documents, and more, from the Nov., 2018 IDEA Step 10 Inventory Workshop, are available on the OA Unity Intergroup for the Chattanooga/North GA Area website: <http://www.oaunity.org/> in the “Links” tab.

**PRINTING INSTRUCTIONS:**

* Transferring the Step 10 Inventory Booklet file:
  + Transfer the file to a flash drive and bring to a store such as Staples, Office Depot, or other store that offers printing services...
  + …Or, attach the file to an e-mail and send it to your own e-mail address, so that the file will be available on your smartphone. Then, the file can be e-mailed to the store when you get there.
  + To avoid printing errors, it is recommended that one goes in person to have it printed, rather than use the online service.
* It is recommended that a test print be requested for the first few pages. The double-sided pages should be printed back-to-back for correct binding, not offset, which may be a setting that will have to be changed.
* Format: Legal-Half (7" x 8.5"), and the booklet prints left-to-right, like a book, so that the spiral binding is on the left.
* Print double sided on legal size paper, and cut in half for 7" x 8.5" book. (Most printing services have a machine that can cut all pages together in one slice.)
* Lay-flat spiral comb bind with clear front cover & black back cover.
* For any questions, please contact Michele H.: 423.284.4111