

# All Things Admin - Administrative Procedures Toolkit

## Binder Assembly Instructions

Created by Julie Perrine (updated June 30, 2014)

File Name (Files numbered by assembly order in the binder.)	File Type	B/W or Color Printing	Single or Double Sided Printing	Paper Color	3 Hole Punched	Placed in a SHEET PROTECTOR	Recommended Print Order
1 - Admin Binder - BACK COVER Color	WORD	COLOR	SINGLE	WHITE	NO	Binder Cover	1
1 - Admin Binder - COVER and SPINE COLOR	PDF	COLOR	SINGLE	WHITE	NO	Binder Cover	2
2 - Admin Binder - Legal Disclaimer COLOR	WORD	COLOR	SINGLE	WHITE	NO	Sheet Protector	3
3 - BLUE - Admin Binder - GETTING STARTED Instructions BW 2sided	WORD	B/W	<b>2-Sided</b>	<b>BLUE</b>	NO	Sheet Protector	4
4 - BLUE - Admin Binder - Bonus Items List BW	WORD	B/W	SINGLE	<b>BLUE</b>	NO	Sheet Protector	5
5 - BONUS - Admin Binder - Admin Job Responsibilities Template - 3 TABS	EXCEL	B/W	SINGLE	WHITE	YES	NO	8
5A - BONUS TEMPLATE - Process Procedures FOR NOTE TAKING	WORD	B/W	<b>2-Sided</b>	WHITE	YES	NO	10
6 - BONUS - Admin Binder - How to Develop An Effective Admin Binder Handout BW	WORD	B/W	SINGLE	WHITE	YES	NO	9
7 - BLUE - Admin Binder - TABLE OF CONTENTS BW	WORD	B/W	SINGLE	<b>BLUE</b>	NO	Sheet Protector	6
8 - BLUE - Admin Binder - TAB SECTION DIVIDERS BW	WORD	B/W	SINGLE	<b>BLUE</b>	NO	TABBED Dividers	7
9 - Admin Binder - Section 1 General Info BW	WORD	B/W	SINGLE	WHITE	YES	NO	11
10 - Admin Binder - Section 2 Accounting Info BW	WORD	B/W	SINGLE	WHITE	YES	NO	12
11 - Admin Binder - Section 3 Facilities Info BW	WORD	B/W	SINGLE	WHITE	YES	NO	13
12 - Admin Binder - Section 4 HR Info BW	WORD	B/W	SINGLE	WHITE	YES	NO	14
13 - Admin Binder - Section 5 Mail Info BW	WORD	B/W	SINGLE	WHITE	YES	NO	15
14 - Admin Binder - Section 6 Meeting Events Info BW	WORD	B/W	SINGLE	WHITE	YES	NO	16
15 - Section 6 - ATA FORM - Trade Show Expenses Tracker	EXCEL	B/W	SINGLE	WHITE	YES	NO	17
16 - Admin Binder - Section 7 Office Machines Info BW	WORD	B/W	SINGLE	WHITE	YES	NO	18
17 - Admin Binder - Section 8 Office Supplies Info BW	WORD	B/W	SINGLE	WHITE	YES	NO	19
18 - Admin Binder - Section 9 Phones Info BW	WORD	B/W	SINGLE	WHITE	YES	NO	20
19 - Admin Binder - Section 10 Travel Info BW	WORD	B/W	SINGLE	WHITE	YES	NO	21
20 - Section 10 - ATA FORM - Travel Profile	EXCEL	B/W	SINGLE	WHITE	YES	NO	22
21 - Admin Binder - Section 11 Forms Info BW	WORD	B/W	SINGLE	WHITE	YES	NO	23
22 - Section 11 - ATA FORM - Business Card Orders	EXCEL	B/W	SINGLE	WHITE	YES	NO	24
23 - Section 11 - ATA FORM - Corporate Membership Tracker	EXCEL	B/W	SINGLE	WHITE	YES	NO	25
24 - Admin Binder - Section 12 Other Procedures Info BW	WORD	B/W	SINGLE	WHITE	YES	NO	26

### Each binder includes the following supplies:

- 1 - Binder
- 4 - Sheet Protectors
- 2 - Sets of Tabbed Sheet Protectors (16 sheets)
- 15 - Sheets of BLUE Paper
- 77 (approx) - Sheets of 3-Hole Punched White Paper
- 1 - Sheet of Plain White Paper
- 1 - Printed Sheet of Numbered Tabs
- 1 - Business Card

### The most efficient print/assembly process is this:

1. Print all white paper, full color print jobs first
2. Print all blue paper, b/w print jobs second
3. Print all 3-hole punched, white paper, b/w print jobs third
4. Trim the binder spines and insert
5. Insert the binder front/back covers
6. Stuff the tabbed sheet protector sets
7. Stuff the 4 individual sheet protector documents
8. Assemble the sections behind each tabbed divider.



If you have any questions about this procedure, please contact Julie Perrine at (319) XXX-XXXX or [insert email here].