



How to use

WHAT IS IN IT, AND WHERE

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THIS BOOK

Ruling	lined
Bound in	signatures of 32 pages

THE FIRST PAGE

It carries no title. There is a rule under the device and it is yours: name the book for what it turns out to be, which is rarely what you thought when you bought it. Some people date it instead, and some leave it empty for a year.

BEFORE YOU START

- ☐ Write your name on the kraft wrapper, and a number to call.
- ☐ Number the volume if you keep more than one of these.
- ☐ Try a nib on the last page before you trust it to page one.

MEETINGS

44 PAGES, 4 TO 47

Minutes

MEETING _____

PRESENT _____

APOLOGIES _____

DISCUSSED

DECIDED

ACTIONS

ACTION	OWNER	BY

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ACTION	OWNER	BY

Loose

LOOSE

56 PAGES, 49 TO 104

Pen test

Try a nib here before you trust it to a page you care about.

PEN	INK	SWATCH

RULING	lined, 7.1 mm	ROWS PER PAGE	20
COLUMNS	1		

HIBRKRAFT'S PLAIN LAB

Meeting Notes Insert

Forty-four minutes pages record what a meeting decided, and seventy-nine ruled pages hold the discussion that got there.

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