Following is a typical, if not somewhat idealistic, chronology for binding a limited edition at Jensen Bindery.

PRELIMINARY CONTACTS AND NEGOTIATIONS

Initial specifications are set (usually by printer)
- Style of binding
  - materials to be used, proportions, etc.
  - budget expectations

Jensen Bindery responds to initial specifications
- Suggested revisions
- Binder's suggested specifications
  - technical description of proposed binding
  - list of materials
  - rough cost estimate

Binder and printer agree on trial specification

DUMMY CONSTRUCTION AND FINAL SPECIFICATIONS

Printer will provide the following
- Specification of colors and materials to be used in binding
  - Working set of sheets
  - Special endpapers, cover papers, etc.

Jensen Bindery constructs dummy
- An inventory of steps required to bind dummy is compiled
  - any problems with materials or structure are noted
  - finished dummy is sent to printer with comments about problems and suggested revisions

Printer reviews the dummy
- Dummy is returned to Jensen Bindery with approval or suggested changes (this stage usually includes phone conversations)

Jensen Bindery responds to printer's review
- A new dummy can be constructed (only if necessary)
  - If dummy is approved:
    - inventory of steps is reviewed and revised if necessary
    - a spreadsheet bid template is created or revised to fit the inventory of steps
    - production times for each step are revised or established
    - material costs and availability are established
- Final bid is prepared and presented to printer with a detailed specification of the binding and each party’s responsibilities.

The printer responds to the bid

If the bid is accepted:
- Printer prepares printed sheets and any other previously agreed upon materials for delivery or shipment (special cover papers, endpapers, etc.)

If the bid is rejected:
- Reasons are established and minor adjustments are made.
- If bid is rejected and not negotiable, a bill is sent for design and construction of the dummy.

PRODUCTION

Before production begins

Printer’s responsibility:
- Deliver printed sheets and any other agreed upon materials
- Deposit is made

Jensen Bindery’s responsibility
- Order all necessary materials
- Assure availability and delivery times

Production begins

Strategy planning
- Logical sequence of pre-forwarding steps (cutting and any delivery and pick-up of sub-contract work)
- Clear benches and storage areas to accommodate work in progress
- Assignment of resources (labor and equipment)
- Make quality control assignments

Production sequence for JOURNEYS IN SUNLIGHT
1. Make endpaper jig
2. Cut and make up endpapers
3. Make piercing jig
4. Pierce sections
5. Sew books
6. Glue spines
7. Round and back
8. Make-up endband cores
9. Sew endbands
10. Cut balloon cloth
11. Cut paper spine liners
12. Line spines
13. Cut hollows
14. Shape hollows
15. Trim balloon cloth to accommodate turn-ins
16. Cut polyester mask strips
17. Insert polyester masks
18. Cut spine carrier
19. Attach hollows
20. Nip in laying press
21. Cut boards
22. Attach boards
23. Trim hollows
24. Cut leather
25. Pare leather
26. Make paste
27. Attach leather and set hinges
28. Press books and allow leather to dry
29. Repaste turn-ins and turn in and set caps
30. Make jig for trimming out leather
31. Score leather for trimming
32. Trim leather
33. Cut outside fills
34. Attach outside fills
35. Sand/trim outside fills
36. Make jig for cutting cover paper
37. Mark cover paper for cutting
38. Cut cover paper
39. Attach cover paper
40. Cut inside fills
41. Cut polyester mask to protect textblock
42. Trim out and attach inside fills and insert masks
43. Paste down endpapers and reinsert masks
44. Press book
45. Open and set joints
46. Allow books to completely dry
47. Remove masks
48. Put books in boxes (box production was conducted simultaneously with binding production)
49. Pack boxed books for shipping
50. Return books by registered and insured mail.