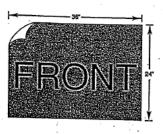
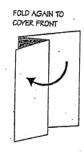
DEVELOPMENT DEPARTMENT PLAT FOLDING INSTRUCTIONS

THIS FOLD ALLOWS THE PLATS TO BE INSERTED INTO NOTEBOOKS AND FASTENED AT THE TOP FOR EASY ACCESS. PLA-FOLDED IN THIS FASHION CAN BE VIEWED AND/OR REVIEWED WITHOUT HAVING TO BE REMOVED FROM THE FILES.

FOR A 24" X 36" PLAT



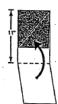








FOLD DOWN AT CORNER TO ALLOW SINGLE SHEET AT TOP LEFT HAND CORNER



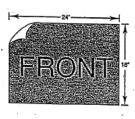
FOLD AGAIN TO CREATE ROUGHLY AN 8 1/2 X 11 SIZE SHEET

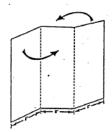


FOLD FRONT TO EXPOSE TOP LEFT HAND SINGLE SHEET



FOR AN 18" X 24" PLAT









FOLD DOWN AT CORNER TO ALLOW SINGLE SHEET AT TOP LEFT HAND CORNER











COPIES REQUIRED: 25 COPIES-SHORT FORMS REPLAT AND FINALS 35 COPIES-PRELIMINARY PLAT & ETJ PLATS