

## COVER LABELS

Place a title label on the binder cover with its bottom edge about a third of the way down from the top of the binder. In the bottom right corner of the cover, place a copy-for label. It states who the binder is for (e.g., the minister, the minister's office, the deputy minister, the assistant deputy minister, etc.).

Briefing Book for  
The Minister of Economic Advancement

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MINISTER'S COPY