

FILING INSTRUCTIONS

RELEASE 39

Below are the filing instructions for Release 39 of *Employment Precedents & Company Policy Documents*. Please remove and discard the specified old pages and insert the new ones as indicated below. However, before filing this release, please ensure that Release 38 has been filed. The filing record card indicates details of the most recently filed release.

Remember to look at the illustrated filing guide at the end of the Service Information section if you have any difficulty filing in the new pages.

The checklist (which you will find behind these filing instructions) contains a complete list of pages your looseleaf should contain after you have filed this release.

For the most up-to-date version of these filing instructions, please visit the subscriber information page at www.sweetandmaxwell.co.uk.

	<i>Remove old pages</i>	<i>Insert new pages</i>
Title Pages		
	Filing Instructions/1 – Filing Instructions/2 Checklist/1 – Checklist/4 i – iv vii – viii	Filing Instructions/1 – Filing Instructions/2 Checklist/1 – Checklist/4 i – iv vii – viii
Service Information		
	S.I./1 – S.I./10	S.I./1 – S.I./8
Tables		
<i>*before Cases/1</i>	—	Supp Cases/1 – Supp Cases/2*
<i>*before Stats/1</i>	—	Supp Stats/1 – Supp Stats/2*
<i>*before SIs/1</i>	—	Supp SIs/1 – Supp SIs/2*
A: The Contract		
	A14/3 – A14/4 A15/1 – A15/4 A16/1 – A16/2 A18/1 – A18/2 A19/1 – A19/4 A22/1 – A22/16.4 A30/3 – A30/4 A31/7 – A31/18 A31/47 – A31/54 A36/1 – A36/2 A45/1 – A45/2 A46/1 – A46/2 A47/1 – A47/2	A14/3 – A14/4 A15/1 – A15/4 A16/1 – A16/2 A18/1 – A18/2 A19/1 – A19/4 A22/1 – A22/16.4 A30/3 – A30/4 A31/7 – A31/18.2 A31/47 – A31/54.2 A36/1 – A36/2 A45/1 – A45/2 A46/1 – A46/2 A47/1 – A47/2

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A: The Contract (cont'd)	<i>Remove old pages</i>	<i>Insert new pages</i>
	A48/3 – A48/4	A48/3 – A48/4
	A60–A63/i – A60–A63/ii	A60–A63/i – A60–A63/ii
	A60/1 – A60/10	A60/1 – A60/10
	A61/1 – A61/22	A61/1 – A61/22
	A62/7 – A62/8	A62/7 – A62/8
	A63/1 – A63/14	A63/1 – A63/14
	A72/1 – A72/8	A72/1 – A72/8
	A81/1 – A81/2	A81/1 – A81/2
	A85/6.1 – A85/6.2	A85/6.1 – A85/6.2
B: Litigation		
	B19/1 – B19/2	B19/1 – B19/2
Index		
<i>*before Index/1</i>	—	Supp Index/1 – Supp Index/2*

You have now finished filing this release.