

**Scottish Surveyor's Factbook – September 2008 – Supplement 19**  
**Filing instructions**

For an online version of these filing instructions and the latest checklist go to <http://www.sweetandmaxwell.co.uk/catalogue/looseleafs>

<b>Remove old pages</b>	<b>Number of sheets to REMOVE</b>	<b>Insert new pages</b>	<b>Number of sheets to INSERT</b>	<b>✓</b>
<b>Preliminary pages</b>				
Supplement Summary	1	Supplement Summary	2	<input type="checkbox"/>
Title page	1	Title page	1	<input type="checkbox"/>
<b>Index</b>				
Index/1 – Index/28	14	Index/1 – Index/28	14	<input type="checkbox"/>
<b>Chapter 2 – Planning &amp; Development</b>				
2/1 – 2/2	1	2/1 – 2/2	1	<input type="checkbox"/>
2/9 – 2/10	1	2/9 – 2/10	1	<input type="checkbox"/>
2/27 – 2/28.2	2	2/27 – 2/28.2	2	<input type="checkbox"/>
<b>Chapter 3 – Valuation</b>				
3/1 – 3/4.2	3	3/1 – 3/4.2	3	<input type="checkbox"/>
3/12.1 – 3/12.2	1	3/12.1 – 3/12.2	1	<input type="checkbox"/>
3/27 – 3/28	1	3/27 – 3/28	1	<input type="checkbox"/>
<b>Chapter 5 – Landlord and Tenant</b>				
5/1 – 5/2	1	5/1 – 5/2	1	<input type="checkbox"/>
5/9 – 5/12	2	5/9 – 5/12	2	<input type="checkbox"/>
5/21 – 5/22	1	5/21 – 5/22	1	<input type="checkbox"/>
5/27 – 5/48	14	5/27 – 5/48.2	15	<input type="checkbox"/>
5/53 – 5/56	2	5/53 – 5/56	2	<input type="checkbox"/>
<b>Chapter 6 – Dilapidations</b>				
6/i – 6/2	2	6/i – 6/2	2	<input type="checkbox"/>
6/13 – 6/14	1	6/13 – 6/14	1	<input type="checkbox"/>
6/21 – 6/22	1	6/21 – 6/22	1	<input type="checkbox"/>

<b>Remove old pages</b>	<b>Number of sheets to REMOVE</b>	<b>Insert new pages</b>	<b>Number of sheets to INSERT</b>	<b>✓</b>
<b>Chapter 8 – Professional Practice</b>				
8/1 – 8/10	7	8/1 – 8/10	6	<input type="checkbox"/>
<b>Chapter 13 – Facts and Figures</b>				
13/1 – 13/10	5	13/1 – 13/10	5	<input type="checkbox"/>
13/17 – 13/18	1	13/17 – 13/18	1	<input type="checkbox"/>
13/29 – 13/30.2	2	13/29 – 13/30.2	2	<input type="checkbox"/>
13/33 – 13/36.6	5	13/33 – 13/36.6	5	<input type="checkbox"/>
We suggest that you file this instruction sheet at the back of your binder.				