



National
Aeronautics and
Space
Administration

Request for Printing and Related Equipment

TO: Goddard Space Flight Center, ATTN: Code 293, Greenbelt MD 20771-001

THROUGH:

FROM:

I - EQUIPMENT AND PRODUCTION DATA

1. NO. OF UNITS	2. TYPE OF EQUIPMENT REQUESTED		3. MANUFACTURER		
4. MODEL NUMBER	5. SIZE		6. RATED PER MINUTE CAPACITY	7. PURCHASE PRICE (Per unit)	
8. EQUIPMENT TO BE USED AT (Type of facility) <input type="checkbox"/> Field Printing Plant <input type="checkbox"/> Copy Center <input type="checkbox"/> Duplicating Facility <input type="checkbox"/> Other			9. EQUIPMENT TO BE LOCATED AT (Office or installation)		
10. PREVIOUS SOURCE OF PRODUCTION SERVICES			11. GOVERNMENT/COMMERCIAL SOURCES IN SAME OR ADJACENT AREA		
12. REASON(S) WHY SERVICES CANNOT BE OBTAINED FROM SOURCES LISTED ABOVE					
13. ESTIMATED MONTHLY PRODUCTION OF REQUESTED EQUIPMENT					
a. HOURS IN USE	b. NO. OF JOBS	c. NO. OF MASTERS/RUNS	d. NO. OF IMPRESSIONS/SHEETS PROCESSED	e. NO. OF PRODUCTION UNITS	f. OTHER (Plates, etc.)

II - MATERIAL TO BE PROCESSED MONTHLY (Use additional sheets if necessary)

1. ITEM NO.	2. TYPE OR DESCRIPTION	3. NO. OF JOBS	4. PAGE (or trim) SIZE	5. AVERAGE PAGES PER COPY	6. AVERAGE NO. OF COPIES	7. PERCENT OF TOTAL VOLUME	8. TIME ALLOWED	9. SECURITY ASPECT

III - MONTHLY OPERATION COST AND OTHER REQUIREMENTS

1. LABOR		6. ESTIMATED MAN-HOURS PER MONTH	7. NO. OF ADDITIONAL EMPLOYEES REQUIRED
2. PAPER AND SUPPLIES			
3. REPAIRS AND MAINTENANCE		8. REMARKS	
4. RENTAL OR DEPRECIATION			
5. TOTAL OPERATION COST			

