

PRINTING AND BINDING REQUISITION FOR SPECIALTY ITEMS

To the PUBLIC PRINTER--Please cause the following work to be furnished:

Jacket No. (Assigned at GPO)	Requisition No.
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FROM (Department or Government Establishment)	(Bureau or office)	Authorized by (Initials)	Date
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APPROPRIATION CHARGEABLE	BILLING ADDRESS CODE (BAC)	LAST PRINTING Req. No.	Jacket No.
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TITLE	Form No.	BASE FORM Req. No.	Jacket No.
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QUANTITY	<input type="checkbox"/> Sets <input type="checkbox"/> Pads <input type="checkbox"/> Books (Other) _____	RIDES (Department)	Req. No.	Jacket No.	STRAP with Req. No.
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DESCRIPTION
(Check applicable item)

<input type="checkbox"/> Unit sets (Snapouts)	<input type="checkbox"/> Single stub	Double stub	<input type="checkbox"/> Fanfold	Strip	Marginally punched	<input type="checkbox"/> Continuous	<input type="checkbox"/> In strips of _____ sets
<input type="checkbox"/> Direct image master	Hectograph	<input type="checkbox"/> Azograph	Foldover style	<input type="checkbox"/> Substyle	(Other) _____		

Part No.	Size (Detached)	Paper (basis 1,000 sheets)			Color of Ink			Head in -	Stub Position*
		Color	Kind	Substance	Face	Back	Overprint		
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								

* T = Top edge (Head of form) B = Bottom edge (Foot of form) R = Right edge L = Left edge

COVER	<input type="checkbox"/> Top only	<input type="checkbox"/> Two piece	<input type="checkbox"/> Wrap around	<input type="checkbox"/> With writing stop	<input type="checkbox"/> Matchbook style	<input type="checkbox"/> Chipboard back
	<input type="checkbox"/> (Other) _____					
Stock (Color and kind) _____		Basis (1,000 sheets) _____		Color of Ink _____		

MARGINS	FACE -Head _____ Side(s) _____	BACK -Head _____ Side(s) _____	STUB _____	Width (If other than manufacturer's standard, specify) _____ Inch.
	<input type="checkbox"/> Glue, paste <input type="checkbox"/> Forced gum <input type="checkbox"/> Pad <input type="checkbox"/> Wire Stitch <input type="checkbox"/> Sew			

SERIAL NUMBERS	(SETS) (PARTS)--From _____ to _____ in _____ Ink in _____ place(s)	SKIPS	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
	COVER--From _____ to _____ in _____ Ink in _____ place(s)		<input type="checkbox"/> List on package	<input type="checkbox"/> Do not list

CARBON	INTERLEAVE	COLOR	KIND	EXTRACTION
	<input type="checkbox"/> Between all parts <input type="checkbox"/> After part Nos. _____	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Purple <input type="checkbox"/> Brown	<input type="checkbox"/> One time <input type="checkbox"/> Dual purpose <input type="checkbox"/> Liquid process <input type="checkbox"/> Gelatin Process	<input type="checkbox"/> Mfr.'s Std. <input type="checkbox"/> (Other) _____
	INTENDED USAGE	If special machine, specify machine and model No. _____		All carbon paper must be of sufficient density and graded sensitivity to insure clean, legible copies on all parts

PERFORATE	COVERAGE _____	TO PRODUCE _____ Copies	After storage of _____ Months	PROTECTIVE COATING
	<input type="checkbox"/> None <input type="checkbox"/> Mfr.'s Std. <input type="checkbox"/> (Other) _____			

PUNCH OR DRILL	(Excluding stub perforations on unit sets (snapouts))		MARGINAL
	<input type="checkbox"/> Horizontal _____	<input type="checkbox"/> Vertical _____	

FASTENERS	FILE HOLES	No. holes _____ Inches c. to c. _____	REGISTER
	<input type="checkbox"/> Sheets only Shape _____ Location to centers _____	<input type="checkbox"/> Sheets and carbons Diameter _____ Inch _____	

PROOFS	DATE REQUESTED _____	QUANTITY _____ Sets	RETURN IN _____ Days	DELIVER TO: _____
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PACKAGING	<input type="checkbox"/> Wrap <input type="checkbox"/> Tie <input type="checkbox"/> Band <input type="checkbox"/> Manufacturer's Standard <input type="checkbox"/> (Other) _____
In units of _____ sets	

DELIVERY	DATE REQUESTED _____	TO: _____	Number of B/L furnished by Dept. _____
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It is certified that this work is authorized by law and necessary to the conduct of the business of the government establishment named above and that the illustrations ordered are necessary and relate entirely to public business.

(Signed)

(Title)