

GPO 2511 Desktop Print Order

Department		Req. No.		Date		Purchase Order No.		Print Order No.	
Contractor				Jacket No.		Estimated Cost		Ship/Delivery Date	
Title				Object Class 24:00	State Code	Contractors Code		Program No.	
Proofs	Type of proof required		Sets	Days Gov't. will hold	Furnished Electronic Media		BAC	Quantity	
					Qty: _____		Quality Level	Trim Size	
					Qty: _____				
Materials Furnished to Contractor									
Manuscript	Halftones	Line Illus.	Camera Copy	Negatives	Other				
Text Stock			Cover Stock			No. of Text Pages (including blanks)	Fold-In Stock		Strip-ins
Four Color Process Printing Face	Back				Cover Prints	1	2	3	4
							Fold-Ins/Forms Face only	Face & Back	Negatives from Electronic media
									Negatives from camera copy
Binding	Saddle	Paste on Fold	Band Units of		Drill holes	in diameter on	_ side	_ inches C. to C.	
	1 ULC	Trim 4 Sides	Shrinkwrap Units of		Center of holes	_ inches from	_____ edge of sheet		
	Side	Perf on Fold	Perf off fold		Pads of	sheets/sets each.	Pad on the	_ side. Chipboard required	
	Perfect	Tab seal	Fold to:		Pack	_ Per shipping container.		Pallets required.	
	Other								

Instructions and Distribution:

Return all Government furnished materials and/or negs. to:

Specifications written by: _____ Sold by: _____ Typed by: _____	Date sent to contractor
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Additional Shipping Instructions for Supt. of Docs. copies.

US Government Printing Office—M/F: "Depository" _____
 Depository Receiving Section
 44 H St., NW, Loading Dock Item _____
 Washington, DC 20401

Library of Congress
 Anglo-American Acquisitions Division
 Government Documents Section
 101 Independence Ave., SE
 Washington, DC 20540-4172
 Marked: File Copies

US Government Printing Office—M/F: "Sales" Req.
 Documents Warehouse
 8610 Cherry Lane M/F: "Subscription Stock" Req. _____
 Laurel, MD 20707

Individual Printed Mailing Containers are Required

Stock No. _____

Sub. ID No. _____

ISBN No. _____

(Shipping labels for Supt. of Docs. "Sales" or "Subscription" copies must contain Stock No., Sub. ID No. and ISBN No. as indicated.)