

# PRINT ORDER

PROGRAM	PRINT ORDER	JACKET	OBJECT CLASS	ESTIMATED COST	DATE
DEPARTMENT	REQUISITION	BAC	TITLE		FORM
CONTRACTOR			PURCHASE ORDER	AREA STATE CODE	CONTRACTORS CODE
QUANTITY (SETS plus/minus per contract)		DETACHED SIZE	8 x 5-1/4"	8 x 5"	8 x 10-1/2"
		CATEGORY 1	8-1/2 x 5-1/2"	CATEGORY 2	8-1/2 x 11"
		BIND*			With Stub      Without Stub

PART	PAPER			COPY DESIGNATION		PRINT HEAD TO	TYPE OF CHANGE		BASE INK COLOR		BIND *
	Color	Kind	Substance	<input type="checkbox"/> base ink color	<input type="checkbox"/> red ink		Face	Back	Face	Back	
1											
2											
3											
4											
5											
6											
7											
8											
9											

\* R = Right hand edge, L = Left hand edge, T = Top edge (head of form, B = Bottom edge (foot of form).

**FURNISHED MATERIAL**

Face-	Sample	Dummy
Back-	Camera/Reprint Copy	Manuscript/Reprint
Back-	Negatives	Camera/Reprint Copy
Back-	Negatives	Manuscript/Reprint

**CARBON PAPER AND REMOVAL**

Carbon color \_\_\_\_\_ black or blue

Full stub length \_\_\_\_\_ " short at \_\_\_\_\_ Top Bottom Left Right

To be filled in by  Pencil  Typewriter  Ballpoint Pen

**PUNCH OR DRILL**

No. Holes	Diameter (Inches)	Inches C. to C.	Location-To center of hole

**SCHEDULE**      Furnished material will be picked up at the GPO and this material will be available for pickup \_\_\_\_\_

**MARGINS (Inches)**

	Head	Foot	Left	Right
Face-				
Back-				

Follow Sample Copy

**PROOFS** Submit \_\_\_\_\_ sets      Send proof and copy to- \_\_\_\_\_

of proofs on or before \_\_\_\_\_

Sets will be withheld no more than \_\_\_\_\_ workdays until made available for pickup at GPO.

**NUMBER**

\_\_\_\_\_

List missing numbers

**DISTRIBUTION**

Unless indicated below, all sets will be shipped from the contractor's plant on or before the date specified.

Deliver - Sets must be delivered on board the destinations(s) specified on or before the date specified

Distribute \_\_\_\_\_ sets on or before \_\_\_\_\_

Distribute complete order on or before \_\_\_\_\_

**UNIT PACKING**

Wrap    Box    Band     Shrink film pack    in units of \_\_\_\_\_ sets

**BULK PACKING**

suitable    NTE \_\_\_\_\_ lbs.     \_\_\_\_\_ sets

Palletizing     Packing List    Special labeling     Bar Coding

**SHIPPING INSTRUCTIONS:**

See attached Distribution List for \_\_\_\_\_ addresses

FOR INFORMATION CONCERNING THESE SPECIFICATIONS CALL \_\_\_\_\_ (No Collect Calls)

**CONTRACTOR**