

PRINTING, BINDING, AND DISTRIBUTION REQUEST

1. BUREAU OR OFFICE				BUREAU REQ. NO.		DATE SUBMITTED		3. REQUISITION NO.	
2. PERSON TO CONTACT ABOUT THIS WORK				ROOM NO.		TELEPHONE NO.		DSO REQ. No.	
4. TITLE OR DESCRIPTION OF WORK								GPO REQ. No.	
5. PAGES (Not Sheets) OF MATERIAL SUBMITTED				6. QUANTITY (UNITS OF FINISHED PROD)		FINISHED PRODUCT UNIT			8. EST. COST (Agcy.)
MANUSCRIPT	NEGS. POS.	CAMERA COPY	TOTAL			<input type="checkbox"/> BOOKS OR PAMPHLETS	<input type="checkbox"/> BLANK BOOKS	<input type="checkbox"/> BLANK FORMS (SHEETS) PADS OR TABLETS	
						<input type="checkbox"/> FOLDERS	<input type="checkbox"/> SETS	<input type="checkbox"/> OTHER (SPECIFY)	9. DATE WANTED
7. APPROPRIATION				EST. COST		ACTUAL COST			

PRINTING, BINDING, AND DELIVERY INSTRUCTIONS

10. PAPER						11. INK					
KIND		SUB.		FINISHED SIZE		COLOR		COLOR		COLOR NO.	
TEXT											
COVER											
OTHER (SPECIFY)											
12. PROOFS WANTED			NO	YES	13. PRINT			14. FOLD TO			
15. GATHER (Assemble)				PERFECT BINDING		STITCH (NO. OF STAPLES)		POSITION			
16. PUNCH OR DRILL		HOLE SHAPE	NO. HOLES	DIAM.	INCHES CTR. TO CTR.	POSITION		OTHER (SPECIFY)			
17. ADDITIONAL OR SPECIAL PRINTING AND BINDING INSTRUCTIONS (USE ADDITIONAL SHEETS IF NECESSARY)									CHECK DISPOSITION OF		
									NEGS. TYPE	DESTROY	
										RETURN	
										HOLD IN GPO	
										HOLD	
										DROP	
18. DISPOSITION OF WORK				QUANTITY (UNITS)		TO		DELIVER TO: <input type="checkbox"/> BY MAIL MESSENGER <input type="checkbox"/> CALL EXTEN. <input type="checkbox"/> DELIVER TO DIST. SVCES. <input type="checkbox"/> DELIVER ACCORDING TO FOLLOWING DATA <input type="checkbox"/> ATTACHED LIST			

ADDRESSING AND MAILING INSTRUCTIONS

19. DIS-TRIBUTE TO		WASHINGTON HEADQUARTERS		FIELD		MAILING LISTS		
		<input type="checkbox"/> SMALL ENVELOPES	<input type="checkbox"/> LABELS	<input type="checkbox"/> ADD	<input type="checkbox"/> CORRECT			
		<input type="checkbox"/> LARGE ENVELOPES	<input type="checkbox"/> CARDS	<input type="checkbox"/> DELETE	<input type="checkbox"/> PROOF LIST			
20. DIRECT SHIPPING INST. ATTACHED		21. DISTRIBUTE ON RCPT. OF WORK		22. DISTRIBUTE WHEN NOTIFIED		23. FOR INSTRUCTIONS CALL:		
24. ADDITIONAL OR SPECIAL DISTRIBUTION INSTRUCTIONS							FOLD TO:	COPIES
								8½ X 5½
								8½ X 3⅔
								X
								Self-Mailer
								DIST. CLEAR

IT IS CERTIFIED THAT THIS WORK IS AUTHORIZED BY LAW AND NECESSARY TO THE CONDUCT OF THE BUSINESS OF THIS ORGANIZATION, AND THE ILLUSTRATIONS ORDERED ARE NECESSARY AND RELATE ENTIRELY TO THE PUBLIC BUSINESS.						CLEARED BY (SIGNATURE)	
REQUESTING OFFICE (SIGNATURE)			PRINTING REVIEW POINT (SIGNATURE)				
ROUTING SYMBOL		DATE	ROUTING SYMBOL		DATE	ROUTING SYMBOL	DATE