

# U.S. GOVERNMENT PRINTING OFFICE SOLICITATION MAILING LIST APPLICATION

THIS SPACE FOR USE BY THE GOVERNMENT

INITIAL APPLICATION   
REVISION

Information contained herein will be used to place the applicant on the Solicitation Mailing List to receive invitations to bid on appropriate requirements of the Government Printing Office. Complete the general information section below as well as the attached sheets detailing your firm's manufacturing specialties and equipment employed. Type or print all entries and return the completed application to the U.S. GOVERNMENT PRINTING OFFICE, CONTRACT MANAGEMENT DIVISION, BID SECTION, ROOM B-104, STOP: PPSB, WASHINGTON, D.C. 20404.

(See Page 2 for Instructions)

|   |  |
|---|--|
| <b>1. NAME &amp; ADDRESS OF FIRM</b> (Location of Equipment—List all plants, using separate sheet if necessary) | <b>2. ADDRESS TO WHICH SOLICITATIONS ARE TO BE MAILED</b> (if different from Item 1) |
|---|--|

|   |  |
|---|--|
| <b>3. TYPE OF ORGANIZATION</b> (Check one)<br><input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit Organization<br><input type="checkbox"/> CORPORATION, Incorporated under the laws of the State of _____<br>(Please indicate state of incorporation.) | <b>4a. HOW LONG IN PRESENT BUSINESS</b><br><br><b>4b. CONGRESSIONAL DISTRICT</b> |
|---|--|

|   |                        |               |
|---|------------------------|---------------|
| <b>5. NAMES OF OFFICERS, OWNERS, OR PARTNERS OF CONCERN</b> |                        |               |
| (A) PRESIDENT   | (B) VICE PRESIDENT     | (C) SECRETARY |
| (D) TREASURER   | (E) OWNERS OR PARTNERS |               |

**6. AFFILIATED CONCERNS** (Name, location and in detail, nature of affiliation—See definitions on Page 2)

|   |                   |
|---|-------------------|
| <b>7. PERSONS AUTHORIZED TO SIGN BIDS, OFFERS, AND CONTRACTS</b> (If agent, so specify) |                   |
| NAME  | OFFICIAL CAPACITY |
|   |                   |
|   |                   |

|  |                   |           |               |      |
|--|-------------------|-----------|---------------|------|
| <b>8. PERSONS TO CONTACT ON INFORMAL MATTERS CONCERNING BIDS, OFFERS, AND CONTRACTS</b> (If agent, so specify) |                   |           |               |      |
| NAME   | OFFICIAL CAPACITY | AREA CODE | TELEPHONE NO. | CITY |
|  |                   |           |               |      |
|  |                   |           |               |      |

**9. MANUFACTURING SPECIALTIES** (Complete the attached sheets detailing the printed products you are interested in furnishing and the equipment to be utilized in production)

I wish to bid on all types of procurements (See definitions on Page 2)                       Only small purchases  
 Only those requirements within my region                       Other \_\_\_\_\_

**10. TYPE OF OWNERSHIP** (See definitions in Solicitation Provisions, GPO Contract Terms)

Small Disadvantaged Business                       Other Than Small Disadvantaged Business                       Woman Owned

**11. TYPE OF BUSINESS** (See definitions on Page 2)

Manufacturer or Producer                       Regular Dealer (Not broker)

**12. SIZE OF BUSINESS** (See definitions on Page 2)

Small Business Concern                       Other Than Small Business Concern

|  |  |  |
|--|--|--|
| Employer Identification No. (Social Security Payments) | Average Number of Employees (including affiliates) for Four Preceding Calendar Quarters. | Average Annual Sales or Receipts for Preceding Three Fiscal Years (Including affiliates) |
|--|--|--|

|                                      |           |                      |        |
|--------------------------------------|-----------|----------------------|--------|
| <b>13. FLOOR SPACE</b> (Square Feet) |           | <b>14. NET WORTH</b> |        |
| Manufacturing                        | Warehouse | Date                 | Amount |
|                                      |           |                      |        |

**15. SECURITY CLEARANCE** (If applicable, check highest clearance authorized)

|   |               |            |        |              |
|---|---------------|------------|--------|--------------|
| Defense Investigative Service Cognizant Security Office (DISCO) Security Clearance (Include dates) Yes <input type="checkbox"/> No <input type="checkbox"/> | FOR           | TOP SECRET | SECRET | CONFIDENTIAL |
|   | Key Personnel |            |        |              |
|   | Plant Only    |            |        |              |

**CERTIFICATION**

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the Federal Government from bidding for furnishing materials, supplies or services to the Government or any agency thereof.

The penalty for making false statements to the Government is prescribed in 18 U.S.C. 1001.  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**NAME AND TITLE OF PERSON AUTHORIZED TO SIGN** (Type or print)  
(Must be a principal or one of the officers listed in Section 5.)

# INSTRUCTIONS

Persons or concerns desiring to be included on the GPO Solicitation Mailing List shall file this properly completed and certified Solicitation Mailing List Application, including those sections detailing the firm's manufacturing specialties and equipment inventory. The application shall be submitted and signed by a principal or one of the officers listed in Section 5. Contractors are encouraged to keep this application up-to-date by promptly notifying the GPO of any additions or deletions of equipment, changes in modes of operations, key personnel, address and phone number, or any other information pertinent to this application.

After placement on the GPO Solicitation Mailing List, a contractor's failure to respond to Invitations for Bids will be understood to indicate lack of interest and concurrence in the removal of the supplier's name from the GPO Solicitation Mailing List. Response should be in the form of a bid submission or notice in writing that you are unable to bid on the particular requirement, but wish to remain on the active solicitation mailing list.

## **DEFINITIONS RELATING TO TYPES OF PROCUREMENT.** (See Item 9)

Contracts for both one-time and term requirements will be made following sealed bid procedures whenever such method is feasible and practicable. Types of procurements utilized include:

a. **Small purchases**—procurements estimated to be \$10,000 or less and sufficiently simple to allow telephone description in enough detail to permit intelligent quotations. (The current ceiling is subject to revision to accommodate prevailing conditions, but in no event would it exceed the limit prescribed by Federal law which is currently set at \$25,000.)

b. **Sealed bid (term contracts)**—indefinite quantity contracts to satisfy anticipated recurring needs of a similar nature (e.g., various sized books, pamphlets, cut forms) for a specified period of time, usually one year.

c. **Sealed bid (one-time)**—procurements that cannot be made through the small purchase procedure or on term contracts.

d. **Display bids**—complex procurements requiring suppliers to inspect Government furnished material prior to bid submission.

e. **Negotiation (public exigency)**—negotiated procurements to satisfy public exigencies when time does not permit formal advertisement.

f. **Negotiation**—Any time sealed bidding is not feasible or practicable.

## **TYPE OF BUSINESS DEFINITIONS.** (See Item 11)

a. **Manufacturer or producer**—a person (or concern) owning, operating, or maintaining an establishment that produces, on the premises, the printed products or services referenced in Item 9 and categorized on the attached sheets.

b. **Regular dealer**—a person (or concern) who owns, operates, or maintains an establishment in which the products referenced in Item 9 and categorized in the attached sheets are bought, kept in stock, and sold to the public in the usual course of business.

## **DEFINITIONS RELATING TO SIZE OF BUSINESS.** (See Item 12)

a. **Small business concern**—for the purpose of Government procurement, a small business concern is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is submitting offers on Government contracts, and can further qualify under the criteria concerning number of employees, average annual receipts or other criteria, as prescribed by the SBA. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)

b. **Affiliates**—business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship. (See Items 6 and 12)

c. **Number of employees**—the average employment of the concern, including the employees of its affiliates, based on the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods of the preceding 12 months. If a concern has not been in existence for 12 months, "number of employees" means the average employment of such concern and its affiliates during each of the pay periods that such concern has been in business. (See Item 12)

## 9. Manufacturing Specialties

Using the index presented below, complete the applicable information on the referenced page for each of the manufacturing specialties you are interested in and capable of producing. Please check **ALL** quantities, sizes, binding/finishing, special considerations, other considerations, etc. that you are interested in and capable of producing.

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- 01 **Addressing & Mailing**—In addition to packaging, labeling, and shipping requirements normally specified.

Special Considerations (Equipment)

- inserter  
 Cheshire labeler  
 list management  
 computer generated labels  
 ink-jet printer  
 laser printer

- 02 **Bags**

Finishing

- square bottom  
 pinch bottom  
 drawstrings  
 plastic handles

Ink

- single color  
 multicolor

Special Considerations (Material)

- paper  
 plastic  
 polyvinyl

- 03 **Binders, Looseleaf**

Quantity

- less than 5,000  
 5,000-50,000  
 over 50,000

Finishing

- screen printing  
 stamp  
 multi-ring  
 metal spring clip  
 3-ring  
 hidden hinge  
 pockets (inside, outside, clear)  
 2-piece

Ink

- single color  
 multicolor

Special Considerations (Material)

- linear polyethylene plastics  
 fabric  
 paper  
 vinyl

Other Considerations

- manufacture and print  
 print only

- 04 **Binding**—Invitations for Bid for Binding Operations Only—

Quantity

- less than 5,000  
 5,000-10,000  
 10,001-50,000  
 over 50,000

Finishing

- library bind  
 Singer sew  
 Smyth sew  
 adhesive/perfect bind  
 case bind  
 wire stitch  
 plastic bind (comb)  
 wire-o-bind  
 tab index  
 step index  
 die cut  
 saddle stitch  
 engrave  
 emboss  
 plastic coat  
 varnish  
 drill/punch  
 laminate  
 side stitch  
 stamp  
 pen rule  
 velo bind  
 spiral bind  
 perforate/score

- 05 **Blueprint** (includes white prints, Diazo, sepias, auto positives, cronoflexes, mylar reproductions, etc.)

Special Considerations (Materials)

- Mylars  
 Mylar Washoffs

Size

- up to 12 x 16"  
 over 12 x 16" to 24 x 32"  
 over 24 x 32" to 36 x 48"  
 over 36 x 48"

- 06 **Books**—publications of more than 96 pages bound together.

Quantity

- less than 5,000  
 5,000-25,000  
 25,001-100,000  
 over 100,000

Size

- up to 5½ x 8½"  
 over 5½ x 8½" to 8½ x 11"  
 over 8½ x 11" to 17 x 11"  
 over 17 x 11"

Binding—In-House or Subcontracted

- library bind  
 Singer sew  
 Smyth sew  
 adhesive/perfect bind  
 case bind  
 wire stitch  
 plastic bind (comb)  
 wire-o-bind  
 tab index  
 step index  
 die cut  
 saddle stitch  
 looseleaf  
 engrave  
 emboss  
 plastic coat  
 varnish  
 drill/punch  
 laminate  
 side stitch  
 stamp  
 pen rule  
 velo bind  
 spiral bind  
 perforate/score  
 tab dividers

Ink

- single color  
 multicolor  
 process color

Special Considerations

- fold-ins (up to 38")  
 fold-ins (from 38 to 45")  
 fold-ins (over 45")  
 tear cards  
 envelope insert  
 hard copy from mag tapes

Other Considerations (Printing Process) and Stock

- offset  
 letterpress  
 direct image capability  
 laser print  
 4-color press  
 gravure  
 coated stock  
 uncoated stock  
 plastic  
 newsprint  
 tyvek  
 index

- 07 **Boxes** (printed)

Quantity

- less than 5,000  
 5,000-10,000  
 10,001-100,000  
 over 100,000

Finishing

- individual mailing cartons  
 mailing tubes  
 die cut

Ink

- single color  
 process color  
 multicolor

Special Considerations (Material)

- corrugated  
 plastic  
 coated board

Other Considerations

- "take-one" (display)  
 manufacture and print  
 screen printing  
 print only

- 08 **Calculators**—printed mechanical aids/devices for facilitating computations.

Quantity

- less than 10,000  
 10,000-50,000  
 over 50,000

- Calculators—Continued**
- Finishing  
 laminate coat
- Ink  
 single color  multicolor
- Special Considerations (Material)  
 plastic  paper
- Other Considerations (type of)  
 slide  wheel  multi-wheel
- 09 **Color Separations**  
Quantity  
 65-120 lines  175-300 lines  
 120-175 lines  
Special Considerations  
 wet proofing
- 10 **Comic Books**  
Quantity  
 less than 25,000  over 100,000  
 25,000-100,000  
Size  
 up to 8½ x 11"  over 8½ x 11"  
Ink  
 single color  multicolor  
Other Considerations (Process)  
 letterpress  gravure  
 offset
- 11 **Composition (Coldtype)**—Typewriter or direct-impression production of type or typographic characters arranged for printing. (Does not include photocomposition or output from computer printers or laser printers.) If generated using word processing equipment, complete item 50.
- 12 **Composition (Foreign)**—other than English language.  
Special Considerations  
 Romance  Germanic  Hebrew  
 Greek  Balto-Slavic  Russian  
 Thraco-Ilyrian  Fino-Ugric  Arabic  
 Semic  Indo-Iranian  
 Tibeto-Burman  Chinese  
 Chinese-Siamese  Japanese  
 Korean  Other  
(List on Page 8, Item 19)
- 13 **Composition (Hot Metal)**  
Special Considerations  
 multiline mathematical equations  linotype/intertype  furnish proofreaders  
 chemical equations  monotype
- 14 **Composition (Photocomposition)**  
Special Considerations  
 multiline mathematical equations  machine vertical ruling  furnish proofreaders  
 chemical equations  automatic page makeup  
 digitizing illustrations  automatic indexing  
 6 level tape  telephonic copy system  
 8 level tape  media conversion  
 9 level tape  editing
- 15 **Copying** (electrostatic, thermal, or other photo-direct image process)  
Quantity (single sheets)  
 less than 500  over 2,000  
 500-2,000  
Size  
 up to 8½ x 11"  over 8½ x 14" to 11 x 17"  roll type similar to Xerox 2080  
 over 8½ x 11" to 8½ x 14"  over 11 x 17"  
Binding/Finishing  
 collate  drill  
 one stitch ULC  paper band  
 spiral bind  die cut  
 side stitch  plastic comb  
 shrink wrap  
Colors  
 single color  multicolor  
Special Considerations  
 2-sided copying  reduction capability
- 16 **Coupon Books/Tickets**  
Quantity  
 less than 5,000  50,001-100,000  
 5,000-50,000  over 100,000  
Binding/Finishing (Coupon Books)  
 stitch  carbonless  
 carbon interleaved  
Ink  
 single color  multicolor  
Special Considerations (Tickets)  
 rolls  numbering  
 sheets  perforations
- 17 **Decals**—Water activated transfer of images.  
Quantity  
 less than 1,000  10,001-100,000  
 1,000-10,000  over 100,000  
Finishing  
 die cut  
Ink  
 single color  process color  
 multicolor  
Special Considerations (Process)  
 offset  screen printing
- 18 **Die Cutting**—Invitations for Bid for Die Cutting Only—  
Size (product)  
 up to 11 x 17"  over 19 x 25" to 32 x 42"  
 over 11 x 17" to 19 x 25"  over 32 x 42"
- 19 **Duplicating** (up to, but not including, 17 x 22" press)  
Quantity (single page units)  
 less than 10,000  50,001-100,000  
 10,000-50,000  over 100,000  
Binding/Finishing  
 side stitch  die cut  
 drill  shrink wrap  
 paper band  one stitch ULC  
 kraft wrap  
Ink  
 single color  2 colors
- 20 **Duplicating Masters**  
Binding/Finishing  
 single masters  continuous strips  
 marginally punched
- 21 **Embossing**  
Quantity  
 less than 10,000  over 50,000  
 10,000-50,000  
Special Considerations (Type of)  
 with ink  blind  
Other Considerations  
 make own dies
- 22 **Engraving**  
Quantity  
 less than 10,000  over 50,000  
 10,000-50,000  
Other Considerations  
 make own dies
- 23 **Envelopes**  
Quantity  
 less than 10,000  500,001-3 million  
 10,000-500,000  over 3 million  
Size  
 to 4½ x 9½"  over 9½ x 12½" to 12 x 16"  
 over 4½ x 9½" to 9½ x 12½"  over 12 x 16"  
Finishing  
 side seam  diagonal seam  
 center seam  
Ink  
 single color  multicolor  
 process color  
Special Considerations (Types/Materials)  
 button & string  kraft  
 security (spring lock)  tyvek  
 die cut windows  clasp  
 microfiche  cohesive closing  
 polyethylene  gummed  
 pressure sensitive  
Other Considerations  
 manufacture and print  offset  
 print only  letterpress  
 flexographic  marginally punched continuous
- 24 **File Dividers/Index Tabs**  
Quantity  
 less than 10,000  over 100,000  
 10,000-100,000  
Finishing  
 manufacture and print  laminate binding edge & tab  
 print only  
Ink  
 single color  multicolor  
Special Considerations  
 drill  metal eyelets  
 die cut (other than tabs)
- 25 **File Folders & jackets**  
Quantity  
 less than 10,000  over 500,000  
 10,000-500,000  
Finishing  
 metal fasteners  die cut  
 plastic tabs  metal tabs  
 cloth stripping  inner leaves  
Ink  
 single color  multicolor  
Special Considerations  
 expansion  expansion with elastic band  
Other Considerations  
 manufacture and print  print only
- 26 **Flight Strips**—Large quantities of 1", 1½", or 2" ruled, cut forms, or marginally punched continuous forms requiring precise cutting (1/64 tolerance) and exact spacing, margins, and perforations.  
Quantity  
 less than 50,000  over 500,001 to 1 million  
 50,000-500,000  over 1 million  
Other Considerations  
 cut forms  marginally punched continuous forms
- 27 **Forms**  
Quantity  
 less than 50,000  over 500,001-2 million  
 50,000-500,000  over 2 million  
Size  
 to 8½ x 11"  over 11 x 17" to 17 x 22"  
 over 8½ x 11" to 11 x 17"  over 17 x 22"

## Forms—Continued

- Finishing
- fold  engrave
- pad  die cut
- strip gum  emboss
- numbering  pressure-sensitive strip
- laminate  varnish
- perforate/score  drill/punch
- Ink
- single color  magnetic
- multicolor  process color
- optically scannable
- Special Considerations
- hard copy from mag tapes  4-color press  letterpress
- print on plastic  laser printer  carbons
- carbonless  ink—jet printer

 28 Forms, Carbon Overlaid (similar to Letterex)

- Quantity
- less than 100,000  500,001-1 million
- 100,000-500,000  over 1 million

Binding/Finishing

pads

- Ink
- single color  multicolor

 29 Forms, Continuous Strip

- Quantity
- less than 500,000  over 1 million-3 million
- 500,000-1 million  over 3 million

Size (cut off)

- 8"  16"
- 8½"  17"
- 10"  20"
- 10½"  21"
- 11"  22"
- 12"  24"
- 13"  28"
- 14"

Finishing

- stitch  carbonless
- strip gum  carbon interleaved
- pattern carbon  spot carbon

- Ink
- single color  optically scannable
- multicolor  magnetic

Special considerations

- typesetting  printing on OCR bond paper
- typesetting (OCR font)

Other Consideration

- number of parts  1  2-6  7-8  over 8

 30 Forms, Marginally Punched Continuous—Continuous strip forms of various sizes capable of being fed through automatic machines (tabulator, typewriter, or computer printer)

- Quantity
- less than 500,000  over 1 million-3 million
- 500,000-1 million  over 3 million

Size (cut off)

- 8"  12"  20"
- 8½"  13"  21"
- 10"  14"  22"
- 10½"  16"  24"
- 11"  17"  28"

Finishing (Type of Joining)

- fugitive glue  flexible stub
- crimp  stitch
- firm glue

- Ink
- single color  optically scannable
- multicolor  magnetic

Special Considerations

- numbering  web lettersets
- carbonless paper  OCR bond paper
- carbon interleaved  clean edge perforation
- process carbon  labels
- spot carbon  affixing materials to carrier sheets
- pattern carbon

Other Considerations

- number of parts  1  2-6  stock forms
- 7-8  over 8  custom forms
- data mailers (no inserts)  data mailers (inserts)
- envelopes (continuous)  stock and custom forms
- carbon extraction feature

 31 Kit Folders—A folded cover with pockets for holding materials.

- Quantity
- less than 10,000  50,001-100,000
- 10,000-50,000  over 100,000

Finishing

- glue tabs  emboss
- stitch only  varnish
- die cut  liquid laminate

- Ink
- single color  process color
- multicolor

Other Considerations

- print  manufacture and print

 32 Labels/Stickers

- Quantity
- less than 50,000  over 1 million-3 million
- 50,000-1 million  over 3 million

Finishing

- pin hole perforate  laminate
- perforate  bar code
- gummed  numbering
- pressure sensitive  die cut
- cohesive (e.g., money bands)  liquid lamination
- calibrate (self destruct on removal)

Ink

- single color  process color
- multicolor

Special Consideration (Process)

- offset  flexography
- screen printing

Other Considerations

- vinyl  aluminum
- rolls  printing on tape
- sheets  pads
- reflective sheeting  dispenser box
- marginally punched carrier sheets  strips

 33 Laminated Products (e.g., ID's, credit cards)

- Quantity
- less than 5,000  10,001-50,000
- 5,000-10,000  over 50,000

Finishing

- die cut  laminate

Ink

- single color  multicolor

Special Considerations (Type of)

- plastic ID cards  vinyl ID cards
- magnetic strip  paper ID cards
- plastic credit cards (raised printing)

Other Consideration (Process)

- offset  letterpress
- screen printing

 34 Ledger Books (e.g., steno books, ledgers, composition books)

- Quantity
- less than 50,000  100,001-500,000
- 50,000-100,000  over 500,000

Size

- under 100 pages  301-500 pages
- 100-300 pages  over 500 pages

Binding/Finishing

- side stitch  case bind
- spiral wire  adhesive/perfect bind
- wire-o  drill
- Singer sew  index
- Smyth sew  saddle stitch

Ink

- single color  multicolor

Special Considerations (Lines)

- pen ruled  printed

 35 Maps

- Quantity
- less than 10,000  50,001-100,000
- 10,000-50,000  over 100,000

Size

- up to 25 x 38"  over 35 x 45" to 48 x 58"
- over 25 x 38" to 35 x 45"  over 48 x 58"

Finishing

- die cut

Ink

- single color  process color
- multicolor

Special Considerations (Equipment)

- map folding

 36 Matchbooks—small folders with printed covers containing rows of paper matches 37 Microfilm/Microfiche

- Quantity (fiche)
- less than 100,000  over 1 million
- 100,000-1 million

Size (Reduction Ratios)

- 24 x  96 x
- 48 x  greater than 96 x

Finishing (Product)

- cassettes  jackets
- reels  ultrafiche
- cartridge  micro opaques
- aperture cards  cut fiche

Color

- single color  process color
- multicolor

Special Considerations (Film Type)

- silver halide  post stripe
- diazo  vesicular

Other Considerations

- duplicating fiche only  hard copy from fiche or film
- computer generated microfiche  fiche from hard copy

 38 Pamphlets—Publications of 96 pages or less having self or separate paper covers.

- Quantity
- less than 10,000  50,001-100,000
- 10,000-50,000  over 100,000



## EQUIPMENT INVENTORY

If you print forms, brochures, posters, maps, magazines, books, etc., list your presses under press equipment. If however, you produce carbon-interleaved forms, carbon-backed forms, salesbooks, tags, tickets, etc., then list your equipment under specialty equipment. If the same equipment is used for both categories, list in either group and furnish any clarifying information in the remarks column.

### 16. PRESS EQUIPMENT – List equipment (On web presses, please state if press is equipped with sheeters, heaters, etc.)

|                       | No. of presses | Make and model number | Number of colors per pass | Maximum sheet size or cut-off and roll width | Remarks |
|-----------------------|----------------|-----------------------|---------------------------|--|---------|
| Letterpress           |                |                       |                           |  |         |
|                       |                |                       |                           |  |         |
| Offset                |                |                       |                           |  |         |
|                       |                |                       |                           |  |         |
|                       |                |                       |                           |  |         |
|                       |                |                       |                           |  |         |
|                       |                |                       |                           |  |         |
|                       |                |                       |                           |  |         |
| Laser/Ink Jet Printer |                |                       |                           |  |         |
|                       |                |                       |                           |  |         |
| Gravure               |                |                       |                           |  |         |
|                       |                |                       |                           |  |         |
| Screen                |                |                       |                           |  |         |
|                       |                |                       |                           |  |         |

### 17. SPECIALTY EQUIPMENT –

|                                   | No. of presses | Cylinder circumferences in inches | Web widths |         | Form widths |         | Form depths (List) | Maximum number of parts |
|-----------------------------------|----------------|-----------------------------------|------------|---------|-------------|---------|--------------------|-------------------------|
|                                   |                |                                   | Minimum    | Maximum | Minimum     | Maximum |                    |                         |
| Snapout-style forms or salesbooks |                |                                   |            |         |             |         |                    |                         |
| Continuous-strip forms            |                |                                   |            |         |             |         |                    |                         |
| Continuous marginally punched     |                |                                   |            |         |             |         |                    |                         |

**EQUIPMENT INVENTORY – Continued**

**18. HOT METAL COMPOSITION**—(Indicate amount of equipment in blank spaces)

Linotypes and/or Intertypes \_\_\_\_\_ Monotype: Keyboards \_\_\_\_\_ Casters \_\_\_\_\_

Indicate other composing devices by name \_\_\_\_\_

**19. FOREIGN COMPOSITION**—(List foreign languages that can be set) \_\_\_\_\_

**20. COLD TYPE COMPOSITION**—(indicate your equipment in blank spaces)

**21. PHOTOCOMPOSITION**—

Processing (Computer Model) \_\_\_\_\_

Output (Phototypesetter) \_\_\_\_\_

Other \_\_\_\_\_

**22. PERSONAL COMPUTER**—

Does your firm presently own?  yes  no

Intend to purchase in the near future?  yes  no

**23. BINDING FACILITIES**—(Indicate amount of equipment in blank spaces)

Folders:

\_\_\_\_\_ Up to 22 x 28

\_\_\_\_\_ From 22 x 28 to 28 x 58

\_\_\_\_\_ Over 28 x 58

\_\_\_\_\_ Gathering machines

\_\_\_\_\_ Chain stitchers

\_\_\_\_\_ Singer sewing machines

\_\_\_\_\_ Perfect binding

\_\_\_\_\_ Smyth sewing machines

\_\_\_\_\_ Paper drills

\_\_\_\_\_ Keyhole or Kalamazoo punches

\_\_\_\_\_ Perforators

\_\_\_\_\_ Index machines

\_\_\_\_\_ Spiral or similar binding

\_\_\_\_\_ Case binding

\_\_\_\_\_ Cutting machines (sizes \_\_\_\_\_)

Other equipment \_\_\_\_\_

**24. Use additional sheet to present any information regarding your equipment or product for which space has not been provided otherwise; for example, cameras, scanners, or other imaging equipment.**