

Agricultural Marketing Service



Office of Transportation



Federal Grain Inspection Service



ACTION BY: All Divisions and Offices, AMS, P&SA, FGIS, and OT

INFORMATION FOR: ACS

Procurement of Reproduction Services - Washington and Field

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DISTRIBUTION:
A, M, O, S, P, F, T

MANUAL MAINTENANCE INSTRUCTIONS: Consolidates AMS/FGIS Instrs. 233-1 (5-18-73), 233-2 (6-26-73), and 233-3 (4-26-77) to be removed from Manual. File this Revision.
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Federal Grain Inspection Service



ACTION BY: All Divisions and Offices, AMS, P&SA, FGIS, and OT

INFORMATION FOR: ACS

Procurement of Reproduction Services - Washington and Field

I PURPOSE

This Instruction:

A Identifies reproduction services available to headquarters and field offices, and prescribes procedures for obtaining such services.

B Applies to the reproduction of forms, inspection and grading Manuals, instructions, handbooks, directives, publications, congressional materials, and other material primarily intended for use in the administration of Agency programs only.

C Does not apply to the reproduction of publications or other material primarily intended for general public distribution or certain other materials containing illustrations or visuals. (AMS offices shall submit requests for the reproduction of these items to the Information (INF) Division, FGIS offices to the Information Specialist in FGIS, and P&SA and OT offices to the official in Agency handling such items.) (AMS/FGIS Instruction 161-1, Submitting Manuscripts for Publication, provides guidelines.)

II DEFINITIONS

The following definitions are based on those set forth in the Government Printing and Binding Regulations published by the Joint Committee on Printing, Congress of the United States:

A Printing shall include and apply to the processes of composition, platemaking, presswork, binding, and microform; equipment used in such processes; and the end items produced by such processes or equipment, irrespective of the place of production, origin of requirement or ultimate end use of the printing. Printing does not include duplicating of items such as office correspondence, interoffice worksheets, schedules, etc.; copy processing; or bindery work.

DISTRIBUTION:
A,M,O,S,E,F,T

MANUAL MAINTENANCE INSTRUCTIONS:
Consolidates AMS/FGIS Instrs. 233-1
(5-18-73), 233-2 (6-26-73), and 233-3
(4-26-77) to be removed from Manual.
File this Revision.

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(II)

B Duplicating/copying means the processes of reproducing by the use of:

1 Stencils, masters, and plates which are to be used on single-unit duplicating equipment not larger than 11 x 17 inches, and which have a maximum image of 10-3/4 x 14-1/4 inches, and are prepared by methods or devices that do not utilize reusable contact negatives and/or positives prepared with a camera requiring a darkroom; provided, that volume may not exceed 5,000 production units of any one page and 25,000 production units in the aggregate of multiple pages. A production unit is one sheet, size 8 1/2 x 11 inches, one side only, one color.

2 Copy-processing or copier-duplicating machines employing electrostatic, thermal, or other copying processes.

C Bindery work means binding, other than that produced in a printing plant, procured from any source under contract with the Department of Agriculture for the furnishing of this type of service. (The Library of Congress makes an annual contract for binding on a waiver from GPO. Information on the procurement of bindery work under this contract may be obtained from the Service Section, Property and Procurement Branch, Administrative Services (AS) Division.)

III IDENTIFICATION TO BE USED ON PRINTED MATERIALS

Government Printing and Binding Regulations require that all documents or publications printed at Government expense have printed thereon the name of the issuing department, agency, and office, and the date of issuance.

IV REQUISITIONING CONTROLS

Reproduction services may be requisitioned from the Department Printing Plant, the Government Printing Office (GPO), Office of Governmental and Public Affairs (OGPA) term contracts, and the Department Centralized Copying/Duplicating Services, as follows:

A Department Printing Plant, GPO, and OGPA Term Contracts. Headquarters employees specifically delegated the authority to requisition necessary equipment, materials, and supplies (see Division or Staff Exhibit C to AMS/FGIS or FGIS Instruction 106-2, Delegations of Administrative Authorities), are authorized to submit Form AD-270, Request for Reproduction Services and/or Forms Specifications, to the Service Section, Property and Procurement Branch, AS Division. That Section will determine the appropriate source of supply and submit either Form AD-270 or Form AD-78, Request for Printing and Binding, to OGPA.

(IV)

B Department Centralized Copying/Duplicating Services. No special signature authority is required for the submission of Form AD-413, Short-Order Duplicating or Copier Work Requisition, to obtain reproduction and copying services directly from the Centralized Copying/Duplicating Services. However, the employee authorized to submit Form AD-270 shall establish internal controls on the use of Form AD-413 within the Division or Staff to insure that other employees are not requesting reproduction of restricted materials listed under Section V below.

V RESTRICTIONS

The authority to request reproduction services does not include the authority to:

A Obtain reproduction services through sources or in a manner other than that prescribed in this Instruction.

B Request reproduction or copying services for the following:

1 Materials other than those required for official business.
(Copying machines shall not be used to copy materials for personal use.)

2 Materials with unexpired copyrights unless prior written consent of the publisher has been obtained.

3 Blank forms or questionnaires unless prior written approval of the Forms and Reports Management Staff, Paperwork Planning and Systems Branch, AS Division, has been obtained.

4 Other materials requiring prior clearances and approvals, such as Agency Instructions and Notices and internal instructions on management subjects (administrative services, budget, finance, personnel, etc.), manuscripts, press releases, publications, illustrations, visuals, etc., unless authorization to reproduce the material has been obtained from the proper authorities.

VI SERVICES AVAILABLE

A Reproduction Services. Reproduction services are provided by the Office of Operations of the Department, the Government Printing Office (through the main plant, a Departmental Service Office, Regional Printing Procurement Office, or contractor), and OGPA term contracts as follows:

1 Centralized Copying/Duplicating Services (Washington Offices only). Short-order duplicating and copying stations, under the direction of the Office of Operations, supplement the services provided by the Department Printing Plant. See Exhibit A, attached, for locations and services provided.

(VI A)

2 Department Printing Plant. The Department Printing Plant, under the direction of the Office of Operations, is equipped to provide offset printing for jobs of 60,000 production units or less and related services listed on Form AD-270, except for stencil reproduction, composition, photocopy, ozalid, and embossing plates. A production unit means one sheet, one side only, one color.

3 Government Printing Office. GPO provides printing services on jobs which, because of the quantity required or the complexity involved, cannot be performed by the Department Printing Plant. Such jobs include specialty forms, materials in quantities exceeding 60,000 production units per job, items requiring special press work, and letterpress work. GPO also provides related services, such as copy preparation, and shipping and distribution services for jobs printed through GPO.

4 OGPA Term Contracts. Printing services may be procured by OGPA through the use of commercial printers who have been awarded annual contracts by GPO.

B Lead Time Required. The time required for work to be completed will vary with the quantity ordered, the work to be performed, and facilities available. Requisitioning offices should plan their requirements and submit requisitions sufficiently in advance of needs. If, in an emergency, work is needed in less time than that required by the sources listed below, requisitioning offices should discuss their needs with the Service Section, Property and Procurement Branch, AS Division. Jobs for other than Centralized Copying/Duplicating Stations, which must be prepared on a rush basis must be accompanied by a completed Form GPA-PLB-1, Justification Statement for Rush Printing. (See Exhibit B for illustration of Form GPA-PLB-1.) Surcharges for rush jobs may increase costs by as much as 50%.

1 Centralized Copying/Duplicating Stations usually complete duplicating jobs in 1 to 2 days. Requisitions are filled in the same order as received in the station, to the extent possible. If a job has a deadline, discuss time requirements with the station supervisor.

2 The Department Printing Plant requires 10 workdays to complete and deliver routine jobs and a longer time for forms, jobs to be printed in other than black ink, and those with pictures and illustrations.

3 GPO requires at least 90 to 120 days to print and deliver specialty forms and 90 days for publications.

4 OGPA Term Contracts require from 1 to 120 days depending on contract specifications and complexity of the job.

(VI)

C Delivery and Mailing Services.

1 Centralized Copying/Duplicating Stations do not provide any delivery service. Requisitioning offices should take material to the stations or send it through the regular messenger mail service. When the work is completed, the station supervisor will either notify the employee whose name appears on Form AD-413 that the job is ready for pickup, or send the material through the regular messenger mail service, in accordance with instructions on Form AD-413.

2 The Department Printing Plant will deliver copies of a job to only a single delivery point in the South Building and will mail copies to several locations, as needed, according to instructions on Form AD-270. (See Exhibit C, attached, for preparation instructions and Exhibit C-1, attached, for illustration of Form AD-270.) When material is to be mailed using established mailing codes, include those codes on Form AD-270 or provide preaddressed mailing labels with Form AD-270. Offices ordering forms for Central Supply stock should show Central Supply as the delivery point. If the requisitioning office needs a small quantity of the form ordered, this fact should be indicated on Form AD-270.

3 GPO will ship completed work to as many points as required, in accordance with instructions entered on the requisition or Form AMS-307, Distribution Schedule, attached to the requisition. Form AMS-307 must be prepared if there is more than one distribution destination. Indicate complete mailing addresses, not post office boxes, on delivery instructions.

4 OGPA Term Contracts. Distribution under these contracts varies. Some deliver or mail to as many distribution points as required; others are limited to local delivery only. Form AMS-307 must be prepared if there is more than 1 distribution point. Use complete mailing addresses on delivery instructions.

VII OBTAINING SERVICES - WASHINGTON OFFICES

Offices requiring reproduction services shall obtain services as outlined below. The quantity and type of work to be done will determine which of the following actions are required:

A Copying or Duplicating Service. Offices needing copy work or duplicating services which can be furnished by the Centralized Copying/Duplicating Service (see Exhibit A, attached) shall:

1 Prepare Form AD-413. (See Exhibit D, attached, for preparation instructions and Exhibit D-1, attached, for illustration of Form AD-413.) Obtain Form AD-413 from the Division or Agency Administrative Officer, or employee who functions as an Administrative Officer (hereinafter referred to as Administrative Officer), who maintains a supply of forms prepunched with Agency and financial codes.

(VII A)

2 Take completed Form AD-413, with the material to be copied or reproduced, to the nearest station equipped to meet the requirements of the job. Do not submit double requisitions to circumvent the station limitation for single order quantities.

3 If it is expected that work after hours will be required in order to meet a deadline, make arrangements in advance with the Service Section, Property and Procurement Branch, AS Division.

B Reproduction of Congressional Materials. Offices may obtain reproduction of extra copies of congressional materials (e.g., Congressional Record, Public Laws, House and Senate bills, records of hearings, committee reports, etc.) as follows:

1 Initial Printing. When offices know in advance of the initial printing that extra copies will be needed, they shall inform the Service Section, Property and Procurement Branch, AS Division, by phone (447-2198), of the quantity needed. Do this before noon on the day before the item is scheduled to be printed. Confirm the telephone order by submitting Form AD-270, in an original and 4 copies, as soon as possible. Form AD-270 must indicate the complete title of the material to be printed, the GPO scheduled print date, number of copies, and delivery instructions.

2 Subsequent Printings. Offices requiring copies after the initial printing shall obtain them by following procedures in paragraph A or C of this Section.

NOTE: To order copies of material published in the Federal Register, see AMS/FGIS Instruction 123-1, Publication of Documents in the Federal Register and the Code of Federal Regulations.

C All Other Reproduction Work. All other reproduction work covered by this Instruction must be obtained through the Service Section, Property and Procurement Branch, AS Division. Offices requiring reproduction services available from the Department Printing Plant, GPO, or OGPA term contracts shall:

1 Prepare Form AD-270 in accordance with instructions in Exhibit C, attached. If reproduction of more than one form is being requested, prepare a separate requisition for each form.

2 Forward the completed Form AD-270, with the material to be reproduced to:

a The Forms and Reports Management Staff, Paperwork Planning and Systems Branch, AS Division, if requesting original reproduction, revision, or a rerun of a form or questionnaire.

(VII C 2)

b The Service Section, Property and Procurement Branch, AS Division, for the reproduction of materials, other than forms, primarily intended for use in the administration of Agency programs (including published official grade standards, lists of approved plants and chemicals, etc.), unless they contain illustrations or visuals. (AMS offices shall submit requests for the reproduction of these items to INF Division, FGIS offices to the Information Specialist in FGIS, and P&SA and OT offices to the official in the Agency handling such items.

3 Include any additional information and forms, such as:

a Circle folio the job using a nonreproducible blue pencil for complex material or material consisting of several pages.

b Complete Form AMS-307, Distribution Schedule, for jobs that will be shipped by GPO or an OGPA term contract printer, or a distribution schedule and addressed labels for jobs requiring bulk mailing from the Department Plant.

c Complete Form AMS-85, Request for Clearance of Manuscripts for Publication, for material subject to the Publications Control Program. (See AMS/FGIS Instruction 162-1, Publications Control Program.) The Publications Control Program applies to all publications, whether for internal distribution or distribution outside the U.S. Department of Agriculture. Instructions for the preparation of Form AMS-85 are included on the form.

VIII OBTAINING SERVICES - FIELD OFFICES

Field Offices shall obtain printing services through their Administrative Officer after obtaining approval from the appropriate Division or Staff Director or his/her designee.

A Requisition. Field offices shall follow instructions in Exhibit C, attached, for preparing requisitions, and shall forward the requisition to their Administrative Officer for processing.

B Receipt. If Form AMS-432, Forms/Publications Shipment Notice and Acknowledgement of Receipt, has been received from Administrative Officer, complete the form upon receipt of printed materials, and return it to the Administrative Officer.

IX RESPONSIBILITIES

A The Service Section, Property and Procurement Branch, AS Division, shall:

1 Analyze Form AD-270 and the material submitted to determine the appropriate source of supply and the most economical method of printing.

(IX A)

2 If the job can be obtained through the Department Printing Plant, assign a control number and forward Form AD-270 and the material to that source. Retain one copy of Form AD-270.

3 If the job must be obtained through GPO or OGPA term contract:

a Prepare and submit the appropriate requisition to OGPA using information supplied on Form AD-270, as follows:

(1) Form AD-78, Request for Printing and Binding, for a job to be printed at the GPO Main Plant, by a GPO contractor, or by an OGPA term contract printer.

(2) Form SF-1, Printing and Binding Requisition, for a job to be printed through a GPO Regional Printing Procurement Office.

b Send 2 copies of the appropriate GPO requisition to the Administrative Officer.

c Prepare Form AMS-542, Accounting Authorization and Classification (apron), in duplicate, for offices not using the Central Accounting System. Complete the Blocks listed below by entering the following:

(1) Date - date order is placed.

(2) Subcenter Number - Subcenter Number(s) to be charged.

(3) Amount - actual or estimated amount to be charged to each Subcenter Number listed.

(4) Total - total dollar cost of job.

(5) Remarks - indicate as obligating document and show Department requisition number.

d Send Form AMS-542 (original only) and a copy of the printing requisition to the Fiscal Operations and Systems Branch, Financial Management (FM) Division. Retain Form AD-270, a copy of Form AMS-542, and a copy of the printing requisition.

B The Agency or Division Administrative Officer (in FGIS, employees designated to handle Washington and field printing orders) shall:

1 If large quantities of printed materials are to be shipped to several points from the point of printing, prepare and distribute Form AMS-432, Forms/Publications Shipment Notice and Acknowledgment of Receipt, to receiving offices as soon as Department requisition number and other needed data are received.

(IX B)

2 Verify receipt by all points by reviewing returned Forms AMS-432.

3 Prepare a receiving report Form AMS-542, in duplicate, if office is not using the Central Accounting System. Complete the Blocks listed below by entering the following:

a Date - date completed order was received.

b Subcenter Number - the Subcenter Number(s) to be charged (entered on Form AD-78).

c Amount - actual or estimated amount to be charged each Subcenter Number. If final cost of the job is not known, enter same amount(s) as shown on Form AD-78A.

d Total - total dollar cost of the job, either final cost or the estimated cost shown on Form AD-78A.

e Remarks - indicate printing received and Department printing requisition number assigned to the job.

4 Send original Form AMS-542 to the Fiscal Operations and Systems Branch, FM Division. Retain a copy.

C Fiscal Operations and Systems Branch, FM Division, shall (except for offices under the Central Accounting System), when invoice is received:

1 Match OCPA requisition numbers with GPO invoices, and approve the invoice for payment. That Branch will prepare Form AMS-542 to reflect any adjustments between the estimated and final cost. (Service Section shall continue to approve invoices for Federal Register expenses.)

2 Forward a copy of the invoice to the Service Section, Property and Procurement Branch, AS Division, to close the case file.

X COSTS

The Service Section, Property and Procurement Branch, AS Division, will obtain estimates of costs for unusual or complex jobs, on request. Requesting offices (except offices under the Central Accounting System) will be notified of final costs for all reproduction services through the Fiscal Operations and Systems Branch, FM Division, as follows:

A Departmental Services. The Office of Operations bills monthly for reproduction services obtained through Copying/Duplicating Services, and the Department Plant. The Fiscal Operations and Systems Branch, FM Division, includes the costs in the next cost report issued to the requesting office.

(X)

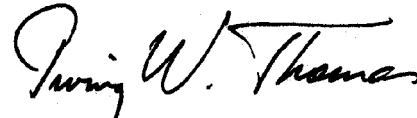
B GPO and OGPA Term Contracts. GPO and OGPA term contract printers bill for jobs by submission of invoices. The Fiscal Operations and Systems Branch, FM Division, includes the final cost in the next cost report issued to the requesting office following the date of receipt of the invoice.

XI INQUIRIES

Direct inquiries regarding the status of jobs submitted for printing and reproduction to the Service Section, Property and Procurement Branch, AS Division. Offices are not authorized to contact the Department Printing Plant, OGPA, or GPO directly concerning the status of any job. The Office of Governmental and Public Affairs is the only office in the Department authorized to contact GPO or the contract printer.

XII YEAREND SERVICES

The Office of Governmental and Public Affairs establishes yearend cutoff dates for submitting requisitions to GPO. The cutoff dates may vary from year to year. The Service Section, Property and Procurement Branch, AS Division, will notify Divisions and Agencies of cutoff dates each year.



Irving W. Thomas
Deputy Administrator, Management

Attachments

Preparation of Form AD-270, Request for Reproduction
Service and/or Forms Specifications

I NUMBER OF COPIES AND ROUTING

For printing that would normally be done in the USDA Printing Plant, prepare Form AD-270, in original and 6 copies, plus any additional copies needed for record or other purposes. For printing that would not be processed in the USDA Printing Plant, prepare Form AD-270 in original and 4 copies. (NOTE: All copies must be on carbonless paper; photocopies are unacceptable.) Forward completed Form AD-270, and accompanying material, as follows:

A For requests related to informational materials, AMS offices shall send to the Information Division, FGIS offices to the Information Specialist in FGIS, and P&SA and OT offices to the official in the Agency handling such items. (See AMS/FGIS Instruction 161-1, Submitting Manuscripts for Publication.)

B For requests related to administrative materials, except forms, send to the Service Section, Property and Procurement Branch, Administrative Services (AS) Division.

C For requests related to forms, send to the Forms and Reports Management Staff, Paperwork Planning and Systems Branch, AS Division.

II PREPARATION

Complete Form AD-270 as set forth below. (See Exhibits C-1 and C-2, attached, for illustrations of orders.) Direct questions concerning orders to the office to which Form AD-270 will be sent. The numbers in parentheses, below, refer to the blocks or columns on Form AD-270.

- (1)
and Leave blank.
(2)

- (3) Enter Agency and applicable agency code as shown below:

Agricultural Marketing Service - AMS-02

Packers and Stockyards Administration - P&SA-28

Federal Grain Inspection Service - FGIS-36

Office of Transportation - OT-45

Agricultural Cooperative Service - ACS-29

AMS/FGIS INSTRUCTION 233-1

Rev. 1
EXHIBIT C

(II)

- (4) Enter name of ordering Branch or office and Division.
- (5) Enter Subcenter/Accounting Classification Number chargeable. All offices shall also enter organizational symbol and requisition number. Start numbering requisitions with "1" at beginning of each fiscal year and continue numbering serially for the year (for example: 86000008 AS-001). Total field limited to 16 characters and spaces. NOTE: Because of space limitation, Division symbols to be used are as follows:

Agricultural Marketing Service

AS - Administrative Services Division
CN - Cotton Division
DA - Dairy Division
FM - Financial Management Division
FV - Fruit and Vegetable Division
FQ - Food Quality Assurance Division
IN - Information Division
LM - Livestock, Meat, Grain, and Seed Division
MR - Market Research and Development Division
OA - Office of the Administrator
PE - Personnel Division
PY - Poultry Division
TS - Technical Services Division
TB - Tobacco Division
WA - Warehouse Division

(II (5))

Packers and Stockyards Administration

IA - Industry Analysis Staff
LM - Livestock Marketing Division
OA - Office of the Administrator
PP - Packer and Poultry Division

Federal Grain Inspection Service (FG)

CP - Compliance Division
FM - Field Management Division
OA - Office of the Administrator
RM - Resources Management Division
ST - Standardization Division

Office of Transportation

OD - Office of Director
RE - Research and Economic Analysis Division
RA - Rural Assistance and Policy Analysis Staff
TS - Transportation Services Division

- (6) Enter title or description of material ordered.
- (7) If a form is ordered, enter number and revision date of form.
- (8) Enter date order is prepared.
- (9) Enter date delivery is required. See Section VI of this Instruction for time to be allowed for completion of orders. If an earlier time has been arranged for, also enter DEADLINE.
- (10) Check as appropriate.

AMS/FGIS INSTRUCTION 233-1

Rev. 1

EXHIBIT C

(II)

- (11) Complete appropriate blocks and columns to indicate the work through required. Use the following as guides:
- (15)
- . Check Offset Printing and complete columns 12, 13, and 15.
 - . If Offset Printing has been checked above, check Offset Plate in column 11.
 - . Check finishing processes or work required. Be specific.
 - Fold - Enter folded size and position of folds.
 - Punch - Enter number, location, and size of holes needed.
 - Assemble - Enter whether job should be side-stitched or saddle-stitched.
 - Tab - Enter number, size, and position of tabs.
 - Pad - Enter number of sheets per pad, size of finished pad, and whether to be glued at top or side.
 - . Check addressing and mailing requirements. Enter number of items to be addressed. If material is to be mailed from point of printing, check Mail, Ship, and enter information in Block 28.
- (16) Identify any material furnished, such as addressed mailing labels, camera copy, negatives, etc. Submit samples of special requirements or circle folio the job.
- (17) Enter kind and color of paper, color of ink, and printing requirements. through
- (19)
- (26) Enter special requirements; e.g., when printing requirements are mixed, enter page numbers of pages to be run head to head, one side, on different colors of paper, etc.
- (27) Enter phone number 447-2198.
- (28) Enter mailing or shipping requirements, either codes to be used or locations to which bulk shipments should be made. For bulk shipments, attach addressed labels, if it is known that job will be run in Department Plant. Attach Form AMS-307, Distribution Schedule, showing complete addresses and number of copies to each, if it is known that job will be run through GPO or by an OCPA term contract printer. If there will be surplus after mailing, give name and office address to which surplus should be delivered.
- (29) Initial all copies. Enter complete signature on first carbon copy only.
- (30) When completed material or surplus from a job ordered to be mailed is received, check to be sure that exact material ordered is delivered, including any negatives, before entering signature and date. (The AS Division will obtain receipts for bulk shipments of forms and other administrative items.)

Ordering and Preparing Form AD-413,
Short-Order Duplicating or Copier Work Requisition

Administrative Officers must order Form AD-413 prepunched with the Agency and financial codes by submitting Form AD-14, Request for Supplies, Forms, and/or Publications, in duplicate to the Departmental Mailing List Section, Mail and Reproduction Management Division, Office of Operations. Offices should order a 3-months' supply, but any single order may not exceed 500 cards. Request that both the Agency and financial codes be punched.

Employees authorized to requisition duplicating or copying work must obtain prepunched Form AD-413 from their Division or Agency Administrative Officer. Complete Form AD-413 as follows. (See Exhibit D-1, attached, for illustration of completed Form AD-413.)

- Agency and Financial Code - Prepunched. No entry required.
- No. Originals - Enter number of pages to be copied or duplicated.
- No. of Copies Per Each Original - Enter the number of copies to be made from each original. If the number of copies per each original varies, submit separate requisitions for each original.
- Type of Service - Copying - Check if no more than 25 copies per each original are required.
Duplicating - Check if more than 25 copies per each original are required.
- Print 2 Sides - Check if job is to be printed on both sides. Indicate in "Special Instructions" which pages are to be printed "head-to-head," or "head-to-foot."
- Legal Size - Check if job requires 8-1/2" x 14" paper.
- Other Items - Mark only if instructed by operator.
- Finishing Services - Check proper box for services needed.
- Delivery Services - Check appropriate box. If call when ready is checked, ordering office must arrange for pickup. Enter phone number, room number, name, and date needed. If job must be ready by a specific time on that date, enter hour needed.
- Special Instructions - Enter any special instructions such as paper colors, reduction, etc.

Form AD-413, Short Order
Duplicating or Copier Work Requisition

Submit this form with all work that is reproduced (1) in any O&F Short Order Duplicating Station and (2) on any self-service O&F duplicating equipment not equipped for InterText Cards.	Please check appropriate box PRINT 2 SIDES <input checked="" type="checkbox"/>	FINISHING SERVICES (Check one only) COLLATE PUNCH & STAPLE <input type="checkbox"/> 1	Please complete the following information and indicate the date including the time the job is required. WILL WAIT <input type="checkbox"/> CALL WHEN READY <input checked="" type="checkbox"/> <u>0447-6543</u> <u>1099-S</u> (EXT.) (ROOM NO.) <u>Jane Doe</u> (NAME) NEEDED BY <u>5/31</u> <u>2 p.m.</u> (DATE) (HOUR) <u>Print all pages head to head.</u> Special Instructions
	LEGAL SIZE <input type="checkbox"/>	COLLATE & STAPLE ONLY <input checked="" type="checkbox"/> 2	
	Transparencies <input type="checkbox"/>	COLLATE & PUNCH ONLY <input type="checkbox"/> 3	
	XEROX 1860 <input type="checkbox"/>	COLLATE ONLY <input type="checkbox"/> 4	
	OTHER SERVICES <input type="checkbox"/>	PUNCH ONLY <input type="checkbox"/> 5	
NO. ORIGINALS <input type="text"/> <u>1</u> <input type="text"/> <u>2</u>			
NO. COPIES PER EACH ORIGINAL <input type="text"/> <input type="text"/> <input type="text"/> <u>1</u> <input type="text"/> <u>5</u>			
(Check one only) COPYING <input checked="" type="checkbox"/> 1 DUPLICATING <input type="checkbox"/> 2			

FORM O-04887-F

SHORT ORDER DUPLICATING OR COPIER WORK REQUISITION

FORM AD-413 (Rev. 6-82)