



MAIL AND REPRODUCTION MANAGEMENT DIVISION

USERS GUIDE TO SERVICES

This guidebook is provided to all user agencies throughout the USDA Washington Headquarters complex as a quick desk reference for all major services that are regularly made available by the Mail and Reproduction Management Division (MRMD) of the Office of Operations.

A telephone number is listed for each service. For assistance in using any service, please call the indicated number.

The Mail and Reproduction Management Division constantly strives to meet customer expectations and to improve basic service for all of its users. We welcome all suggestions on the improvement or expansion of our services.



SECTION 1 – MAIL SERVICES

REQUIRED MAILING PRACTICES.....1

COST SAVING MAILING TIPS.....3

MAIL DISTRIBUTION.....3-4

Services include door-to-door, late, bulk mail pick-up services, mail drop updates.

U.S. POSTAL SERVICE SPECIAL SERVICES.....5-7

Express Mail

Certified Mail

Registered Mail

Return Receipts

Delivery Confirmation

Insured

Special Delivery

DEPARTMENTAL MAILING LIST SECTION.....8

Printing of mailing labels, correction of addresses, and creation of new lists.
In addition, use of a high-speed laser printer to receive reports from NFC.

COURIER SERVICE UNIT.....9-10

Pick-up and delivery of packages within the Washington Metropolitan area.

MAIL PREPARATION UNIT.....11

Preparation of mail, including labeling, inserting, sealing, and bulk wrapping.

MAIL STOP CODES.....12

BULK MAILINGS.....12

MAIL STOP UPDATES.....13

NFC POUCH SAMPLE.....	14
INTEROFFICE EXPRESS ENVELOPES.....	15

SECTION II - COPYING AND DUPLICATING SERVICES

CENTRAL COPIER SYSTEM.....	16
Self-service copying, oversized document (24" wide) copying, and full color copying.	
COPY CENTERS (STAFFED).....	16
PAPER STOCK AND COPYING RATES.....	17
LOANER COPIERS.....	18
WALK-UP STATIONS (SELF-SERVICE).....	18
COPIER SERVICE PROBLEMS.....	19
COPIER AND ACCESS CONTROL CARDS.....	20
REQUISITIONS.....	20
USDA DUPLICATING CENTER.....	21
In-house printing services.	
MATERIALS.....	21
PAPER STOCK.....	21
INK COLORS AVAILABLE.....	22
PRINTING RATES.....	22
COMPLETION.....	2
2	
DELIVERY.....	22
REQUISITIONS	23

REQUIRED MAILING PRACTICES

ADDRESSING MAIL

Preparing Outside Correspondence

All mail needs a delivery address and a return address. The following information is required in the sequence and position indicated for addressing in order to comply with U.S. Postal Service regulations designed to ensure accurate delivery of outbound mail:

Return Address:

Sender's Name

Sender's Address or Stop Code Number

Sender's City, State, & ZIP (+ 4) Code or Stop Code Number

A comprehensive list of Stop Codes is available online at www.usda.gov/oo/hq_maili.htm or at 202-720-8393.

Destination Address:

Name

Address

City, State, and ZIP (+ 4) Code

You will get the best possible service if you:

Capitalize everything in the address

Use standard abbreviations

Eliminate all punctuation

Use two-letter state abbreviations

Use ZIP (+ 4) codes

Make sure the place where you want the mail delivered appears on the line immediately above the city, state, and ZIP code line. Note: All outbound USDA official mail should be typed.

Examples:

JOHN DOE

123 MAIN ST PO BOX 446

FALLS CHURCH VA 22042-1411

Do not abbreviate international addresses. Use the complete spelling of a foreign city, province, or country, with the full name of the country spelled out, in English, and all capital letters on the last line.

COST SAVING MAILING TIPS

- When mailing 5 or fewer sheets of bond paper, use letter-size envelopes instead of the large kraft envelopes. This practice will save your office at least 10 cents per letter.
- Avoid additional weight such as extra sheets of paper, heavy tape, etc. which may result in additional postage costs.
- Manuals, pamphlets, etc. weighing over 5 oz. with no critical time value, are less expensive if mailed by Standard A Class.
- When mailing several items to one address, it is cheaper to mail everything in one envelope.
- Update mailing lists annually.
- Use postcards whenever possible for a potential savings of 34.4% over letter-size envelopes.
- Do not use white letter-size envelopes for internal USDA mail. These often are mistaken for outbound mail, which is metered with first-class postage, presented to the Postal Service, and then returned to USDA.
- If it does not absolutely have to be there tomorrow, consider first-class instead of costly overnight delivery.

MAIL DISTRIBUTION



The Central Mail Unit provides mail service to Agency Mail Units three times daily:

- Between 10:30 a.m. and 11:00 a.m.
- Between 12:00 p.m. and 12:30 p.m.
- Between 3:45 p.m. and 4:30 p.m.

Contact Person: Anthony Myers 202-720-5960 Room 0428-S

Door-to-door delivery service is provided to offices three times daily:

- Between 9:30 a.m. and 10:15 a.m.
- Between 12:00 p.m. and 12:45 p.m.
- Between 3:00 p.m. and 3:45 p.m.

Contact Person: Tom Smith 202-720-9422 Room 0451-S

Door-to-door mail service to satellite locations is provided two times daily:

- Between 10:00 a.m. and 11:30 a.m.
- Between 2:00 p.m. and 3:30 p.m.

Internal departmental mail picked up during the daily door-to-door service will be delivered on the next scheduled mail run. Outbound postal mail will be metered and presented to the U.S. Postal Service on the same day.

Executive Correspondence mail is delivered and picked up 7 times per day. These trips are scheduled at 9:30, 10:30, 12:00, 2:00, 3:00, 4:00, and 5:00, plus special trips as required.



U.S. POSTAL SERVICE SPECIAL SERVICES



The Accountable Mail Section (Room 0419-S) processes incoming and outbound Express, Registered, Certified, Insured, and Special Delivery Mail.

EXPRESS MAIL is logged by Express number, agency, and pick-up or delivery time.

Incoming - Express Mail will be delivered on the next scheduled door-to-door mail run. A signature is required upon delivery. If there is no one available to sign for the package, another delivery attempt will be made on the following scheduled mail run.

Outgoing - Express mail received for dispatch by 3:30 p.m. will be processed for postal pick-up at 4:00 p.m. and will receive same day service. Outbound Express Mail received after 3:30 p.m. will be processed for next day dispatch.

Offices must complete U.S. Postal Label 11-A, Express Mail - Post Office to Post Office, or Label 11-B, Express Mail - Post Office to Addressee for each piece of Express Mail.

Mailers may call the Accountable Mail Section on 202-720-6367 to determine if the destination post office accepts Express Mail before completing the Postal Label 11-A or 11-B.

National Finance Center Priority Mail Pouch Delivery - The Accountable Mail Section of the Central Mail Unit provides Priority Mail service to NFC. Agencies should either separate NFC-addressed mail from other outgoing mail and place in the office outgoing mail drop box for pickup, or take NFC mail directly to the Accountable Mail Section in Room 0419-S.

For accountability purposes, the ZIP+ 4 (STOP CODE) of the agency must be included in the return address area. NFC preprinted green-bordered envelopes (as shown on page 12) are preferred; however, any envelope is acceptable, as long as it is addressed to the appropriate NFC office and is clearly marked "NFC POUCH" in the upper right hand corner of the envelope. WE DO NOT RECOMMEND USING MESSENGER ENVELOPES BECAUSE THEY DO NOT PROVIDE AN AREA FOR RETURN ADDRESS INFORMATION.

CERTIFIED MAIL - Use to send irreplaceable items with no cash value. This service is available for first-class and priority mail. It provides a receipt to the sender and a record of delivery at the destination post office. This delivery record is maintained for two years.

Incoming - Certified Mail is recorded and controlled by the Accountable Mail Unit. It is delivered on the next scheduled mail run and requires a signature on Form OO-4, Mail Receipt.

Outbound - Outbound Certified Mail does not go through the Accountable Mail Section. Mailers must prepare a Postal Service Form 3800, Receipt for Certified Mail. The bottom portion is to be folded at the line over the top of the envelope, above the address, and to the right of the return address. The top portion is retained as evidence of mailing. Certified Mail is metered and dispatched with regular first-class mail.

REGISTERED MAIL - Registered mail provides added protection and security of valuables (jewelry, gems) and important mail (checks, bonds, etc.) plus evidence of mailing and delivery. The extra security can delay this mail by 24 to 48 hours over normal first-class mail. It is available for first-class and priority mail.

Incoming - The Accountable Mail Unit records and controls Registered Mail to its delivery point. Registered mail is delivered on the next scheduled mail run. Route carriers will obtain a signature for receipt on Form OO-4, Mail Receipt. If there is no one to sign for the registered piece, another delivery attempt will be made on the following scheduled mail run.

Outbound - Offices serviced by the Central Mail Unit must deliver registered mail to the Accountable Mail Unit in Room 0419-S, and complete the appropriate postal form. Mailers must declare the full value of the material presented so that it may be given proper care. Registered mail is separated from and does not travel with other first-class mail because of the high degree of security.

RETURN RECEIPTS - Return receipts provide the sender with information on when, and to whom mail was delivered. They are used with Express, Registered, and Certified Mail.

Incoming - The return receipt cards (PS Form 3811) are signed and date/time stamped to denote receipt in the Central Mail Unit. These cards are returned to the sender through postal channels.

Outbound - Complete PS Form 3811 (available in the Accountable Mail Unit) and forward for processing with Express, Registered, or Certified mailings when the sender must have information on when, and to whom mail was delivered.

DELIVERY CONFIRMATION - Delivery Confirmation (PS Form 152) provides service to let you determine the date and time your item was delivered, or when delivery was attempted. Stock is available in the Accountable Mail Unit in Room 0419-S.

INSURED - Can be used to provide a record of delivery on Standard A and Standard B mailings.

Incoming - Receipt is recorded in the Accountable Mail Unit. Insured mail is delivered on the next scheduled run and requires a signature on Form OO-4, Mail Receipt. If there is no one available to sign for the insured piece, another delivery attempt will be made on the next scheduled mail run.

Outbound - The Federal Government is self-insured, making this service unnecessary for most official mailings. Outbound insured mail may be taken to your local post office.

SPECIAL DELIVERY - This mail receives expeditious handling at the destination post office, but travels with all other mail.

Incoming - Special Delivery mail is delivered to the Accountable Mail Unit, where it is date/time stamped. It will be delivered to the addressee on the next scheduled mail run.

Outbound - Outbound Special Delivery mail does not go through the Accountable Mail Unit. It should be endorsed "SPECIAL DELIVERY" and can be picked up on the next scheduled mail run.

DEPARTMENTAL MAILING LIST SECTION



The Departmental Mailing List Section (DMLS) provides the following services:

- Computerized label data maintenance.
- Data entry, including adds, drops, and changes to mailing lists will be made by agencies that are online. The DMLS staff will make changes for agencies that are not online. There is no extra charge to remote users for adds, changes, or connect time.
- Information retrieval, including address inventories, and a variety of labels (gummed and Chesire).
- A high-speed laser printer, which is used to receive various reports, e.g., budget, finance, personnel SF-50, from the National Finance Center.

Costs for data entry, retrieval, and other services are as follows:

Add, Drop, Changes.....	\$.87
Chesire Label.....	\$3.00/100 addresses
Gummed Labels.....	\$3.00/100 addresses
List Maintenance.....	\$.0220 each
Circularization.....	\$1.25 each address
Inventories.....	\$2.15/100 addresses
NFC Reports Production.....	\$.06 per copy
Connect time.....	\$.0025 per minute
Connect time non-prime.....	\$.0015 per minute
Address conversion.....	\$.10 each
Form letter.....	\$.10 each
Barcode labels.....	\$.05 each
OMAS processing.....	\$330.00 each

Contact Person: Ron Lewis 202-720-5757 Room 0529-S

COURIER SERVICE UNIT



The Courier Unit provides daily scheduled and unscheduled pick-up and delivery service throughout the Washington DC metropolitan area, including suburban Maryland and Virginia.

10:00 a.m. - Available for courier service in DC, MD, and VA.

11:00 a.m. - SCHEDULED service to Capitol Hill and the Executive Office Buildings.

2:00 p.m. - Available for courier service in the immediate DC area only.

3:30 p.m. - SCHEDULED service to the Office of the Federal Register.

When requesting courier service, please provide the following information:

For Delivery and Pick-up:

Your name, agency, and room number

Location and number of packages

Correct origination/destination address and room number (if applicable)

Name of recipient and telephone number (if applicable)

Number of pieces to be delivered

For Large Pick-ups or deliveries: (24 hours advance notice is required)

Your name, agency, and telephone number

Location of package or boxes

Correct address and room number

Exact number of boxes (if applicable)

Contact person, telephone number, and proper instruction

EXTRA TIPS FOR BETTER SERVICE:

- Please call at least 15 minutes before listed times. Couriers must leave the building at the time listed.
- Have all information available when calling.
- If calling before or after hours, please speak clearly and leave all requested information on the answering machine.
- Please leave your main office telephone numbers only, not voice mail.

COURIER SERVICE RATES

- There is a \$10 flat rate fee for courier service anywhere in the DC Metropolitan area, including bulk deliveries. This charge does not apply to internal mail deliveries between the Headquarters complex and USDA leased locations.
- Passenger van chauffeur service is available upon request. The fee is \$0.30 per mile plus overtime if applicable.

Contact Person: Dwight Redd 202-720-5869 Room 0423-S

MAIL PREPARATION UNIT

This unit prepares mailings for internal or external distribution. Preparation services include:

- INSERTING
- LABELING
- WRAPPING
- SEALING

This service is requested on Form AD-270, Request for Copying/Duplicating Services (see sample page 15). Mailing labels can be ordered through the Departmental Mailing List Section or supplied by the requesting agency.

Costs for Mail Preparation services are as follows:

Labeling, Inserting, and sealing \$.0399 per piece

Bulk Wrapping \$5.40 per quarter hour

Telephone Contact: 202-720-5051 Room 0574-S

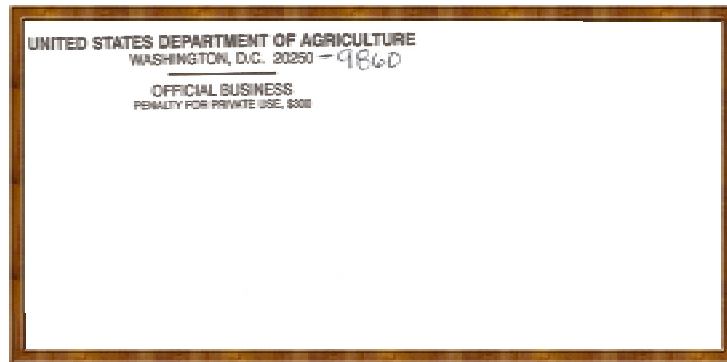


MAIL STOP CODES

The term "Mail Stop" is used to identify a location internally. Each agency has been assigned a 4-digit mail stop. Using the 4-digit stop code will provide both speed and accuracy to customers receiving mail. Mail stop numbers of employees and offices appear in the USDA stop code directory and at www.usda.gov/oo/hq_maili.htm.

Outbound Mail - Help us eliminate the time-consuming process of returned USDA originated mail. The upper left corner of official mail must contain the Departmental return address and identify the agency or staff office (stop code) of origin identified as the ZIP + 4.

Example:



Incoming Mail - We are using automated mail sorting equipment. Therefore, using your 4-digit "Stop Code" will enhance the processing and delivery of mail, reduce undeliverable mail, and provide cost reduction opportunities through improved efficiency.

Recommended format: NAME
STOP: XXXX
1400 Independence Ave SW
Washington, DC 20250-XXXX

BULK MAILINGS

For special pick-up of large mailings originating in the Downtown D.C. Complex, call 202-720-5960.

MAIL STOP UPDATES

The Mail Services Section maintains a listing of employees who receive mail at each mail stop. It is very important that this information be current. Please notify the Mail Unit by memo or online at www.usda.gov/oo/mailexpress.htm when new employees arrive or when employees transfer or retire. Notification must be given within 2 days of individual moves and 2 weeks of organizational moves. Send the following information to OO/MRMD, Automation Relocation Team, Stop Code 9862 Room 0407:

- (1) Action to be taken (add, drop, or update)
- (2) Name
- (3) Agency
- (4) Room or Stop Code number
- (5) Point of contact (person submitting update)
- (6) Building

Telephone Contact: H. Neverson 202-720-7087 Fax number 202-720-3611

NFC POUCH SAMPLES

National Finance Center Priority Mail Pouch Delivery - The Accountable Mail Section of the Central Mail Unit provides Priority Mail service to NFC. Agencies should either separate NFC-addressed mail from other outgoing mail and place in the office outgoing mail drop box for pickup, or take NFC mail directly to the Accountable Mail Section in Room 0419-S.



INTEROFFICE EXPRESS ENVELOPES

Use only for mail within USDA agencies. The use of Interoffice Express envelopes will expedite the processing and delivery of internal USDA mail.

Each USDA office was provided with an initial supply of Interoffice Express envelopes and the golf tee styluses used to set the dials. Additional Interoffice Express envelopes are available in the Central Supply Store at 202-720-3432, or in Room 0456-A.

Simply use the stylus or other sharp-pointed instrument to set the dial to your addressee's stop code number. Leave the first two digits on the left at "0" and set the last four to the designated mail stop, e.g., 001234. Each digit should snap into place. Machine-readable bar code equivalents will appear in other windows.



CENTRAL COPIER SYSTEM

The Mail and Reproduction Management Division (MRMD) operates a network of copy center and walk-up facilities in the Headquarters Complex, and in the Reporters and Waterfront buildings. MRMD also operates a copy center at the George Washington Carver Center in Beltsville, Maryland.

COPY CENTERS (STAFFED)

South Building

Room 0556-S High-volume black and white copies, color copies, transparencies, and copying on colored and specialty papers. Other finishing services are available such as stapling and tape binding. Users can bring print jobs in electronic media or submit them via our website www.usda.gov/oo/printondemand.

Telephone contact: 202-720-9774 or 720-5030

Room 4613-S High-volume black and white copies, transparencies, and oversized documents.

Telephone contact: 202-720-5017

Whitten Building

Room 6A High-volume black and white copies, transparencies, and color copies.

Telephone contact: 202-720-5032 or 720-1220

Yates Building

Basement High-volume black and white copies, transparencies, and color copies.

Telephone contact: 202-205-1068

Reporters Building

Second Floor High-volume black and white copies and transparencies.

Telephone contact: 202-720-2668

Waterfront Building

Room 1101 High-volume black and white copies, transparencies, and color copies.

Telephone contact: 202-690-0429

George Washington Carver Center, Beltsville

Room 1-L180 High-volume black and white copies, color copies, transparencies, and copying on colored and specialty papers. Other finishing services are available such as stapling, folding, and binding.

Telephone contact: 301-504-2429

PAPER STOCK AND COPYING RATES

White Paper

20-lb. White bond, letter size (8.5 x 11) \$0.05

20-lb. White bond, legal size (8.5 x 14) \$0.10

20-lb. White bond, ledger/tabloid (11 x 17) \$0.10

70-lb. White glossy paper \$0.05

80-lb. White glossy paper \$0.10

2-sided copies, white paper, letter, legal size \$0.20

2-sided copies, ledger/tabloid (11 x 17) \$0.20

Colored Paper

20-lb. Pastel letter or legal size \$0.05

2-sided copies, colored paper: letter or legal size \$0.10

Color Copies

Letter size (8.5 x 11) and legal size (8.5 x 14) \$0.85

2-sided copies, letter or legal \$1.70

Transparencies

Black and white \$0.25

Color pages \$1.10

Oversized Documents \$0.75 per linear foot (reduction, enlargement, same size)

Service available only in Room 0556-S

Tape Binding \$0.25 (minimum 50 pages)

LOANER COPIERS

A limited number of small loaner copiers are available for short-term use by agencies and by staff offices in the Headquarters Complex.

Telephone Contact: 202-720-9774

WALK-UP STATIONS (SELF SERVICE)

Walk-up stations are stocked with 20-lb. white bond paper letter size (8.5 x 11) and legal size (8.5 x 14). The copying limit at these locations is 25 copies per original. Jobs exceeding this limit must be taken to a copier station. The cost per copy at the walk-up station is \$.06.

Walk-up stations in the South and Whitten Buildings are equipped with a "smart badge" copier access system. The system is a numeric keypad that allows the user to swipe the USDA ID badge on the device to gain access to the copier via the keypad.

Telephone contact: 202-720-5757

South Building Yates Building Whitten Building

Room 0275-S Room 1E Room 100-E

Room 0652-S Room 1W Room 235-W

Room 0704-S Room 1CEN Room 225-A

Room 1451-S Room 2E

Room 1700-S Room 2W Rosslyn Plaza East

Room 2251-S Room 2NW

Room 3084-S Room 3E Room 60LL

Room 3156-S Room 3W Room 608

Room 3763-S Room 4E Room 712

Room 4200-S Room 4W Room 809

Room 4400-S Room 4NW Room 907

Room 5022-S Room 5E Room 1011

Room 6300-S Room 5SW Room 1011A

Room 6104-S

Room 6820-S Annex Building

Room 6847-S

Room 6854-S Room 212

Room 2MOO

Room 3MOO

4th Floor

Room 412

COPIER SERVICE PROBLEMS

To report a copier service problem, please call 202-720-9813 or 720-0321.

COPIER AND ACCESS CONTROL CARDS

In order to have access to photocopiers equipped with access control, you should submit the following:

Full name

Badge ID Number (on the back of badge ID)

Agency and division code (four digits), agency name, room number, and telephone number.

To use the copier, swipe the back of your ID badge across the access control device.

Telephone contact: Ron Lewis 202-720-5757 Room 0529-S

REQUISITIONS

To submit a copying job at any copy center, please complete the Short Order Copier Work Requisition, Form AD-413.

SHORT ORDER COPIER WORK REQUISITION			
<p style="text-align: center;">FILL IN AGENCY/ DIVISION CODE</p> <div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <p style="text-align: center;">NO. ORIGINALS</p> <div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> </div> <p style="text-align: center;">NO. COPIES PER EACH ORIGINAL</p> <div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div>	<p style="text-align: center;">PLEASE CHECK APPROPRIATE BOX</p> <p>PRINT 2 SIDES <input type="checkbox"/></p> <p>LEGAL SIZE <input type="checkbox"/></p> <p>DOCUMENTS OVER 11x17 <input type="checkbox"/></p> <p>TRANSPARENCIES <input type="checkbox"/></p> <p>TAPE BINDING MINIMUM 34 PAGES (EXTRA CHARGE) <input type="checkbox"/></p>	<p style="text-align: center;">FINISHING SERVICES</p> <p>COLLATE PUNCH & STAPLE <input type="checkbox"/></p> <p>COLLATE & STAPLE ONLY <input type="checkbox"/></p> <p>COLLATE & PUNCH ONLY <input type="checkbox"/></p> <p>COLLATE ONLY <input type="checkbox"/></p> <p>PUNCH ONLY <input type="checkbox"/></p>	<p style="text-align: center;">PLEASE COMPLETE THE FOLLOWING INFORMATION INCLUDING THE DATE AND TIME JOB IS REQUIRED:</p> <p>(PHONE NO.) _____ (ROOM NO.) _____</p> <p>_____ (NAME)</p> <p>_____ (DUE DATE) _____ (HOUR)</p> <p>_____ SPECIAL INSTRUCTIONS</p>
<p>*BLACK & WHITE COPYING*</p>			
<p>FORM AD-413 (Rev. 11/93)</p>			

USDA DUPLICATING CENTER



The Duplicating Center is located in Room 0556, South Building. The Duplicating Center has the capacity to reproduce and bind large jobs exceeding 5,000 copies of a single page with tight deadlines, or jobs that have special security requirements. Two-color presswork and halftone reproduction services are available. The Duplicating Center offers additional bindery services such as folding, cutting, stapling, stitching, drilling, padding, shrink wrapping, tape binding, wrap-around cover binding, and laminating.

MATERIALS

The Duplicating Center offers a selection of paper sizes, weights, and colors ranging from 3" x 5" to 18", including paper weights from 9-lb. bond stock to 110-lb. index.

PAPER STOCK

Ob White (standard paper)

20-lb. CWW (standard paper-color) blue, salmon, buff, green, pink, and yellow

60-lb. white (book paper)

32-lb. ledger white (camera copy)

20-lb. bond 25% rag (letterhead)

Litho coated paper

50-lb. Vellum finished (cover stock) available in white, blue, yellow, and green

110-lb. Index paper/Cover Stock Paper (posters and cards)

white, salmon, green, buff, blue, and yellow

Special Order Paper

60-lb. and 65-lb. Gray Parchment

60-lb. and 65-lb. Champagne Parchment

INK COLORS AVAILABLE

Red (S-13) (S-19), Blue (S-31) (S-33) (S-44), Green (S-46) (S-48) (S-50), Maroon (S-20), Purple (S-24), and Brown (S-59)

Other paper stock and ink colors are available by special order at additional cost.

PRINTING RATES

The printing cost is \$0.04 per sheet plus 25 percent surcharge for bindery services such as cutting, trimming, folding, stapling, drilling, padding, shrink wrapping, tape binding, and wrap-around cover.

COMPLETION

The turn-around time for a routine job order is three days. One-day service is available only for jobs requiring one color.

Telephone contact: 202-720-3341 or 202-720-5069

DELIVERY

Free delivery is available to all offices in the Headquarters Complex. MRMD's Courier Service Unit will deliver to other satellite offices.

REQUISITIONS

All job orders require a completed Form AD-270, Request for Copying/Duplicating Services (see sample below).

Telephone contact:
 General Foreman: 202-720-3341
 Printing Foreman: 202-720-5069

AD-270 REV. 10-87 U.S. DEPARTMENT OF AGRICULTURE REQUEST FOR COPYING/DUPLICATING SERVICES. TITLE OR DESCRIPTION OF MATERIALIZE:	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Agency Control No.</td> <td style="width: 50%;">Internal Use Only O.O. No.</td> </tr> <tr> <td colspan="2">Agency</td> </tr> <tr> <td>Branch or Office</td> <td>Division</td> </tr> <tr> <td>Date Typ. Request Received <small>(Optional Use Only)</small></td> <td>Date Required by Agency</td> </tr> <tr> <td>Appropriation No. Chargeable</td> <td>Agency Control Number</td> </tr> </table>	Agency Control No.	Internal Use Only O.O. No.	Agency		Branch or Office	Division	Date Typ. Request Received <small>(Optional Use Only)</small>	Date Required by Agency	Appropriation No. Chargeable	Agency Control Number								
Agency Control No.	Internal Use Only O.O. No.																		
Agency																			
Branch or Office	Division																		
Date Typ. Request Received <small>(Optional Use Only)</small>	Date Required by Agency																		
Appropriation No. Chargeable	Agency Control Number																		
WORK REQUIRED: OFFSET PRINTING <input type="checkbox"/> DUPLICATING <input type="checkbox"/> OTHER SERVICES (SPECIFY): CUT <input type="checkbox"/> FOLD <input type="checkbox"/> PARTS <input type="checkbox"/> PERFORATE <input type="checkbox"/>	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">No. of Originals</td> <td style="width: 33%;">No. of Copies of Original</td> <td style="width: 33%;">Runs Required</td> </tr> <tr> <td colspan="3"> COLLEATE <input type="checkbox"/> PADDING <input type="checkbox"/> PUNCH <input type="checkbox"/> SADDLE STITCH <input type="checkbox"/> STAPLES <input type="checkbox"/> SHRINK WRAP <input type="checkbox"/> </td> </tr> </table>	No. of Originals	No. of Copies of Original	Runs Required	COLLEATE <input type="checkbox"/> PADDING <input type="checkbox"/> PUNCH <input type="checkbox"/> SADDLE STITCH <input type="checkbox"/> STAPLES <input type="checkbox"/> SHRINK WRAP <input type="checkbox"/>														
No. of Originals	No. of Copies of Original	Runs Required																	
COLLEATE <input type="checkbox"/> PADDING <input type="checkbox"/> PUNCH <input type="checkbox"/> SADDLE STITCH <input type="checkbox"/> STAPLES <input type="checkbox"/> SHRINK WRAP <input type="checkbox"/>																			
<table border="1" style="width: 100%;"> <tr> <th colspan="2">PAPER</th> <th>INK</th> </tr> <tr> <td style="width: 50%;"> AVAILABLE STOCK: BOND - 16 # <input type="checkbox"/> BOND - 20 # <input type="checkbox"/> INDEX <input type="checkbox"/> LEADER <input type="checkbox"/> LITHOGRAPHED <input type="checkbox"/> MANFOLD <input type="checkbox"/> O.S. - 10 # <input type="checkbox"/> VELLUM <input type="checkbox"/> </td> <td style="width: 50%;"> COLOR: BLUE <input type="checkbox"/> BUFF <input type="checkbox"/> GREEN <input type="checkbox"/> PINK <input type="checkbox"/> SALMON <input type="checkbox"/> YELLOW <input type="checkbox"/> WHITE <input type="checkbox"/> </td> <td> INK: <input type="checkbox"/> </td> </tr> </table>	PAPER		INK	AVAILABLE STOCK: BOND - 16 # <input type="checkbox"/> BOND - 20 # <input type="checkbox"/> INDEX <input type="checkbox"/> LEADER <input type="checkbox"/> LITHOGRAPHED <input type="checkbox"/> MANFOLD <input type="checkbox"/> O.S. - 10 # <input type="checkbox"/> VELLUM <input type="checkbox"/>	COLOR: BLUE <input type="checkbox"/> BUFF <input type="checkbox"/> GREEN <input type="checkbox"/> PINK <input type="checkbox"/> SALMON <input type="checkbox"/> YELLOW <input type="checkbox"/> WHITE <input type="checkbox"/>	INK: <input type="checkbox"/>	TO BE PRINTED: SINGLE SIDE <input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> HEAD TO RIGHT <input type="checkbox"/> DOUBLE SIDE <input type="checkbox"/> HEAD TO LEFT <input type="checkbox"/> ALTERNATE <input type="checkbox"/> SPECIAL INSTRUCTIONS:												
PAPER		INK																	
AVAILABLE STOCK: BOND - 16 # <input type="checkbox"/> BOND - 20 # <input type="checkbox"/> INDEX <input type="checkbox"/> LEADER <input type="checkbox"/> LITHOGRAPHED <input type="checkbox"/> MANFOLD <input type="checkbox"/> O.S. - 10 # <input type="checkbox"/> VELLUM <input type="checkbox"/>	COLOR: BLUE <input type="checkbox"/> BUFF <input type="checkbox"/> GREEN <input type="checkbox"/> PINK <input type="checkbox"/> SALMON <input type="checkbox"/> YELLOW <input type="checkbox"/> WHITE <input type="checkbox"/>	INK: <input type="checkbox"/>																	
FOR FURTHER INFORMATION CALL (Name and Telephone Number):																			
<table border="1" style="width: 100%;"> <tr> <th>MAILING USE ONLY:</th> <th>MAILING LIST CODES</th> <th>MIN. OFFERS MAILING CODE REQUIRED</th> <th>CLASS OF POSTAGE</th> <th>TYPE & SIZE OF MAILER</th> <th>TOTAL COPIES TO BE MAILED</th> </tr> <tr> <td colspan="5"></td> <td rowspan="2"> DISTRIBUTION: All Employees <input type="checkbox"/> Regular <input type="checkbox"/> Single Copy <input type="checkbox"/> Custom Codes <input type="checkbox"/> </td> </tr> <tr> <td colspan="5"> TYPE OF LABEL: Classification <input type="checkbox"/> Data <input type="checkbox"/> Inventory <input type="checkbox"/> </td> </tr> </table>	MAILING USE ONLY:	MAILING LIST CODES	MIN. OFFERS MAILING CODE REQUIRED	CLASS OF POSTAGE	TYPE & SIZE OF MAILER	TOTAL COPIES TO BE MAILED						DISTRIBUTION: All Employees <input type="checkbox"/> Regular <input type="checkbox"/> Single Copy <input type="checkbox"/> Custom Codes <input type="checkbox"/>	TYPE OF LABEL: Classification <input type="checkbox"/> Data <input type="checkbox"/> Inventory <input type="checkbox"/>						
MAILING USE ONLY:	MAILING LIST CODES	MIN. OFFERS MAILING CODE REQUIRED	CLASS OF POSTAGE	TYPE & SIZE OF MAILER	TOTAL COPIES TO BE MAILED														
					DISTRIBUTION: All Employees <input type="checkbox"/> Regular <input type="checkbox"/> Single Copy <input type="checkbox"/> Custom Codes <input type="checkbox"/>														
TYPE OF LABEL: Classification <input type="checkbox"/> Data <input type="checkbox"/> Inventory <input type="checkbox"/>																			
APPROVALS OF REQUESTING OFFICE: Requested By: _____ Agency Control: _____ Departmental Clearance: _____ Signature & Date: _____ Signature & Date: _____			RECEIPT Received By: _____ Date: _____																
REQUEST FOR SHORT ORDER COPYING SERVICES (Complete and use only portion below)																			
AGENCY AND DIVISION CONTROL NUMBER <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table>					PLEASE CHECK APPROPRIATE BOX: PRINT 1 SIDE <input type="checkbox"/> PRINT 2 SIDES <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> TRANSPARENTS <input type="checkbox"/> OVER-SIZE DOCUMENT (1/2p or 24" wide) <input type="checkbox"/> FULL-COLOR COPYING <input type="checkbox"/> MICROFILMING <input type="checkbox"/>	FINISHING SERVICES (Check only one) COLLEATE & PUNCH & STAPLE <input type="checkbox"/> COLLEATE & STAPLE ONLY <input type="checkbox"/> COLLEATE & PUNCH ONLY <input type="checkbox"/> COLLEATE ONLY <input type="checkbox"/> PUNCH ONLY <input type="checkbox"/>	PLEASE COMPLETE THE FOLLOWING INFORMATION AND INDICATE THE DATE (INCLUDING THE TIME) THAT THE JOB IS REQUIRED: WILL WAIT <input type="checkbox"/> CALL WHEN READY <input type="checkbox"/> _____ (Date) _____ (Name) _____ (Date) _____ (Name) NEEDED BY: _____ (Date) _____ (Name) SPECIAL INSTRUCTIONS/INFORMATION:												
FORM AD-270																			