

**SUPPLEMENTAL REQUISITION
FOR REPRODUCTION SERVICES**
(See Instructions on reverse)

		1. SHOP JOB NUMBER
		2. CHARGE(S) FOR SERVICES
3. SUPPLEMENTAL NUMBER		IN PLANT 01
		\$
5. DATE OF ORDER		OUT PROC 12
		\$
6. DATE REQUIRED		TOTAL COST
		\$
4. ORDERING OFFICE <i>(Complete address)</i>		
7. PERSON TO CONTACT <i>(Name and Telephone number)</i>		

8. TYPE OF SERVICE (Check all that apply)		9. DESCRIPTION OF SERVICES AND/OR MATERIAL TO BE REPRODUCED <i>(i.e., Form No. and title, name of pamphlet or brochure, etc.)</i>
PRINTING/BINDING	ELECTRONIC REPRODUCTION	
ADDRESS/MAILING	GRAPHIC ARTS <i>(Atlanta Only)</i>	
DISTRIBUTION	OTHER <i>(Specify)</i>	
ELECTRONIC PREP./DESIGN		

10. SPECIFICATIONS											
a. QUANTITY REQUIRED		b. NO. OF PAGES SUBMITTED		c. PAPER AND INK						g. FOLD TO:	
				COVER			TEXT				
				TYPE AND COLOR	WEIGHT	INK COLOR	TYPE AND COLOR	WEIGHT	INK COLOR		
d. PRINT		e. COMPLETED SIZE		f. MARGINS				h. ASSEMBLE			
				FRONT		BACK				<input type="checkbox"/> PER ART	
				TOP	LEFT	TOP	LEFT				<input type="checkbox"/> PER
				ONE SIDE	OTHER <i>(Specify)</i>	8-1/2 x 11"	17" x 22"				
HEAD TO HEAD		8-1/2 x 14"		OTHER <i>(Specify)</i>							
HEAD TO FOOT		11" x 17"						"x"			

11. BINDERY							12. PACKAGING			
a. TYPE		b. STAPLE(S)		c. PAD	d. PUNCHING					
SADDLE STITCH	PLASTIC COMB	TOP	NUMBER OF SHEETS PER PAD	TOP	RIGHT SIDE					
SIDE WIRE	HOT TAPE	LEFT SIDE		BOTTOM	LEFT SIDE					
PERFECT	OTHER <i>(Specify)</i>	NO. OF STAPLES	NO. OF HOLES	DIAMETER	C TO C					
LOOSELEAF										
							SHRINK WRAP			
							BAND			
							TIE			
							PACKAGE IN SETS OF			

13. SPECIAL INSTRUCTIONS *(If additional space is necessary, attach separate sheets and key answers to Item No(s).)*

THIS WORK IS AUTHORIZED BY REGULATIONS AND IS NECESSARY TO THE CONDUCT OF OFFICIAL BUSINESS. THE SPECIFICATIONS ARE THE MINIMUM NECESSARY TO MEET AGENCY REQUIREMENTS.

APPROVING OFFICIAL *(Signature and date)*

14. DISTRIBUTION			
a. NO. OF COPIES	b. NAME OF PERSON TO WHOM WORK IS TO BE DELIVERED	c. BUILDING	d. ROOM NO.
E. MAIL OR DISTRIBUTE FROM:			
HANDLIST ATTACHED		LABELS ATTACHED	
PRINTOUT ATTACHED		OTHER <i>(Specify)</i>	
DISK ATTACHED			
MAIL LIST NUMBER/CODE			

INSTRUCTIONS FOR COMPLETING GSA FORM 50A, SUPPLEMENTAL REQUISITION FOR REPRODUCTION SERVICES

This form is to be used as a supplement to a GSA Form 50, Requisition for Reproduction Services, for printing, duplicating, photographic reproduction, mailing, and distribution services. Submit one copy. If a comeback is required, submit two copies.

<u>Item</u>	<u>Action</u>												
1.	This number comes from Shop Job No. item on the blanket GSA 50.												
2.	This item for plant use only.												
3.	This number keeps track of all jobs charged against blanket requisition. Optional to requesting office.												
4. & 5.	Self-explanatory.												
6.	Do not use "ASAP". Enter the latest date work must be completed to meet operating requirements. This date permits more flexibility in assigning priorities to urgent requests.												
7.	Enter the name of the individual who has complete knowledge of all particulars concerning the requisition. In the case of errors, omissions, or questions, this item permits direct contact with the responsible person.												
8.	Self-explanatory.												
9.	Enter a brief but adequate description of the material. This description will aid in locating requisitions when the shop job order number is not known.												
10a. - 10c.	Self-explanatory.												
10d.	<table border="0"> <tr> <td style="vertical-align: top;">Print one side</td> <td>- Self-explanatory.</td> </tr> <tr> <td>Print Head to Head</td> <td>- The top of the form is in the same position on the front and back sides.</td> </tr> <tr> <td>Print Head to Foot</td> <td>- The top of the form on one side corresponds to the bottom of the form on the other side.</td> </tr> </table>	Print one side	- Self-explanatory.	Print Head to Head	- The top of the form is in the same position on the front and back sides.	Print Head to Foot	- The top of the form on one side corresponds to the bottom of the form on the other side.						
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Print Head to Foot	- The top of the form on one side corresponds to the bottom of the form on the other side.												
10e.	Self-explanatory.												
10f.	Show in inches, margins on front and back. (i.e., 1/2" top and 1/2" left) If margins are per artworks or sample, check as appropriate.												
10g.	Show in inches, the exact size material to be folded to. (i.e., 8-1/2" x 5-1/2")												
10h.	<table border="0"> <tr> <td style="vertical-align: top;">As folioed (assembled)</td> <td>- Each page is numbered individually.</td> </tr> <tr> <td>As paged</td> <td>- Assembled by page number on document.</td> </tr> <tr> <td>Per dummy</td> <td>- Sample is attached to show assembly.</td> </tr> </table>	As folioed (assembled)	- Each page is numbered individually.	As paged	- Assembled by page number on document.	Per dummy	- Sample is attached to show assembly.						
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11a.	<table border="0"> <tr> <td style="vertical-align: top;">Saddle Stitch</td> <td>- Fastening a booklet through the spine with wire.</td> </tr> <tr> <td>Side Wire</td> <td>- Fastening a booklet with wire running through the gathered sheets of paper that are in consecutive order on binding edge.</td> </tr> <tr> <td>Perfect</td> <td>- Fastening a booklet where gathered sheets of paper that are in consecutive order are stacked, trimmed, and glued (for example, paperback books).</td> </tr> <tr> <td>Looseleaf</td> <td>- Marginal allowance for hole punching.</td> </tr> <tr> <td>Plastic Comb</td> <td>- A solid-back comb rolled to make a cylinder of any thickness and inserted through slots punched along the binding side.</td> </tr> <tr> <td>Hot Tape</td> <td>- Tape binding used on electronic publishing equipment.</td> </tr> </table>	Saddle Stitch	- Fastening a booklet through the spine with wire.	Side Wire	- Fastening a booklet with wire running through the gathered sheets of paper that are in consecutive order on binding edge.	Perfect	- Fastening a booklet where gathered sheets of paper that are in consecutive order are stacked, trimmed, and glued (for example, paperback books).	Looseleaf	- Marginal allowance for hole punching.	Plastic Comb	- A solid-back comb rolled to make a cylinder of any thickness and inserted through slots punched along the binding side.	Hot Tape	- Tape binding used on electronic publishing equipment.
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11b. & 11c.	Self-explanatory.												
11d.	Indicate the position and number of holes needed. Show in inches, the diameter and distance center to center.												
12.	Self-explanatory.												
13.	Plan the arrangement of special instructions in order to avoid confusion or misinterpretation. When special instructions are lengthy, use appropriate headings to separate specific information.												
14.	Self-explanatory.												