

**PRINTING AND BINDING REQUISITION FOR SPECIALITY ITEMS**

To the PUBLIC PRINTER - Please cause the following work to be furnished:

Jacket No. (Assigned at GPO) Requisition No.

FROM (Department or Government Establishment) (Bureau or office) Authorized by (initials) Date

APPROPRIATION CHARGEABLE LAST PRINTING Req. No. Jacket No.

TITLE Form No. BASE FORM Req. No. Jacket No.

QUANTITY  Sets  Pads  Books RIDES (Department) Req. No. Jacket No. STRAP with Req. No.  (Other)

DESCRIPTION (Check applicable item)  Unit sets (Snapouts)  Single stub  Double stub  Fanfold  Strip  Marginally punched  Continuous  In strips of \_\_\_\_\_ sets  Direct image master  Hectograph  Azograph  Foldover style  Substyle  (Other)

Part No.	Size (Detached)	Paper (basis 1,000 sheets)			Color of ink			Head in --	Stub Position*
		Color	Kind	Substance	Face	Back	Overprint		
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								

\*T = Top edge (Head of form) B = Bottom edge (foot of form) R = Right edge L = Left edge

**COVER**  Top Only  Two piece  Wrap around  With writing stop  Matchbook style  Chipboard back  (Other) \_\_\_\_\_ Stock (Color and kind) \_\_\_\_\_ Basis (1,000 sheets) \_\_\_\_\_ Color of ink \_\_\_\_\_

**MARGINS** FACE-Head Side(s) BACK-Head Side(s) **STUB** Width (if other than manufacturer's standards, specify) \_\_\_\_\_ inch.  Glue, paste  Forced gum  Pad  Wire stitch  Sew

**SERIAL NUMBERS** (SETS) (PARTS)--From \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_ ink in \_\_\_\_\_ place(s)  Acceptable  Not COVERS--From \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_ ink in \_\_\_\_\_ place(s)  List on package  Do not list

**CARBONS** INTERLEAVE  Between all parts  After part Nos. COLOR  Black  Blue  Purple  Brown KIND  One Time  Dual propose  Liquid process  Gelatin process EXTRACTION  Mfr.'s  Other \_\_\_\_\_ INTENDED USAGE  Manual typewriter  Electric typewriter  Ball-point  Pencil If special machine, specify machine and model No. All carbon paper must be of sufficient density and graded sensitivity to insure clean, legible copies on all parts. COVERAGE \_\_\_\_\_ TO PRODUCE \_\_\_\_\_ Copies After storage of \_\_\_\_\_ months PROTECTIVE COATING  None  Mfrs. Std.  (Other) \_\_\_\_\_

**PERFORATE** (Excluding stub perforations on unit sets (snapouts))  Hoarizontal \_\_\_\_\_  Vertical \_\_\_\_\_ Stub perforations must be such as to guarantee easy separation of all parts individually or in one operation but sufficient strength must be retained to prevent disengagement of any part under normal handling and shipping conditions.

**PUNCH or DRILL** FILE HOLES No. holes \_\_\_\_\_ Inches c. to c. \_\_\_\_\_ Shape \_\_\_\_\_ Location to centers \_\_\_\_\_ Diameter \_\_\_\_\_ inch  Sheets only  Sheets and carbons MARGINAL  Left \_\_\_\_\_ inch  Right \_\_\_\_\_ inch  Manufacturer's standard \_\_\_\_\_ inch Location \_\_\_\_\_

**FASTENERS**  Mfr.'s option  Wire stitch  Sew  (Other) \_\_\_\_\_

**REGISTER**  All parts each set  With form No. \_\_\_\_\_  (Other) \_\_\_\_\_

**PROOFS** DATE REQUESTED \_\_\_\_\_ QUANTITY \_\_\_\_\_ sets RETURN IN \_\_\_\_\_ da'ssy DELIVER TO: \_\_\_\_\_

**PACKAGING**  Wrap  Tie  Band  Manufacturer's Standard  (Other) \_\_\_\_\_ in units of \_\_\_\_\_ sets

**DELIVERY** DATE REQUESTED \_\_\_\_\_ TO \_\_\_\_\_ Number of B/L furnished by Dept. \_\_\_\_\_

It is certified that this work is authorized by law and necessary to the conduct of the business of the government establishment named above and that the illustrations ordered are necessary and related entirely to public business.