

# **SBA**

SOP 00 14 1

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# **Printing Program**

Office of Administration

U.S. Small Business Administration



**SMALL BUSINESS ADMINISTRATION  
STANDARD OPERATING PROCEDURE**  
National

SUBJECT: Printing Program	S.O.P.		REV
	SECTION 00	NO. 14	1

INTRODUCTION

1. Purpose. To outline the policies and procedures for the Agency's Printing Program.
2. Personnel Concerned. All SBA employees involved in printing.
3. Directives Cancelled. SOP 00 14.
4. Originator. Office of Administrative Services,  
Office of Administration.

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## Chapter 1

### General Overview of SBA's Printing Program

#### 1. What is the Purpose of this Standard Operating Procedure (SOP)?

The purpose of this SOP is to:

- a. Establish procedures for printing, binding, reproduction, and related services;
- b. Identify the authority that governs printing activities within SBA; and
- c. Identify and assign specific responsibilities for initiating, reviewing, and processing requests for printing, binding, and reproduction of SBA materials.

#### 2. What Laws and Guidelines Govern the SBA Printing Program?

- a. Federal Printing, Title 44 USC, Section 103, and Chapter 5;
- b. "Government Printing and Binding Regulations," No. 26, Joint Committee on Printing (JCP), U.S. Congress, February, 1990;
- c. GPO Agency Procedural Handbook (GPO Publication 305.1, revised January 1992); and
- d. Executive Order 12873, "Federal Acquisition Recycling and Waste Prevention."

According to these sources all external Federal printing must be procured through the Government Printing Office (GPO). Any deviations from these guidelines require written authorization which SBA must obtain from the JCP. This authorization must be attached to the SBA Form 2, "Requisition for Supplies, Services and Federal Assistance," when it is submitted to the Office of Procurement and Grants Management (OPGM) for Headquarters requests, or your authorized field office procurement official for the field requests.

#### 3. Who is Responsible for Administering the Agency's Printing Program and What are They Responsible For?

The Office of Administrative Services (OAS), is responsible for the Agency printing, reproduction, and binding services. In that capacity, OAS must:

- a. Create Agency printing policies and procedures;

- b. Procure materials for In-House printing;
- c. Perform external and internal printing requirements;
- d. Use the most economical means to accomplish its responsibilities;
- e. Review and approve final specifications for composition, printing, marked copy, and other instructions;
- f. Provide advice and direction on printing methods and procedures;
- g. Improve procedures, and clarify instructions and requirements;
- h. Keep Agency personnel informed of current printing procedures;
- i. Work closely with program offices and GPO to develop contracts for composition, duplicating, and printing;
- j. Serve as the Agency's liaison with the Joint Committee on Printing (JCP), Government Printing Office (GPO), and other Government agencies on printing matters; and
- k. Interpret and administer the printing program, policies, and regulations set forth by JCP and GPO.

#### **4. What are the Program Office's Responsibilities?**

The program offices are responsible for the following items, as appropriate.

- a. Designate a responsible and knowledgeable employee to serve as liaison with OAS. The liaison will coordinate and approve all printing requests with OAS.
- b. Prepare documents for publication.
- c. Prepare the SBA 1697, "In-House Printing Requisition," or the SF 1, "Printing and Binding Requisition."
- d. Obtain necessary approvals on the SBA 1697 and the SF 1.
- e. Determine the distribution.

- f. Determine the number of copies necessary.
- g. Review and make necessary changes to internal and external proofs.
- h. Coordinate scheduling of printing with OAS.

**5. Who are these Services Available To?**

All SBA offices. The OAS provides printing services for Headquarters and all field offices.

## Chapter 2

### What Services are Available from the Print Shop?

#### 1. Technical Advice.

- a. Provide technical assistance on required specifications for the production of printed material.
- b. Provide technical guidance for the development of publications and other printed matter.

#### 2. High Speed Printing.

The following are features of the high speed printing machines.

- a. Scanner - Scans the original document and digitally records the pages on the system's hard disk for current and future use.
- b. Electronic Editing of Scanned Documents - After the image is scanned it is recorded. The "Cut & Paste" feature allows the operator to display and change scanned images. The "Edge Erase" feature allows the operator to erase unwanted images from the edge of the copy (example: three-hole punch marks).
- c. Margin Shifting - Creates a margin by shifting the original image to the left or right.
- d. Booklet Maker - Allows the machine to create books and pamphlets.
- e. Landscape/Portrait - Prints the text horizontally for landscape and vertically for portrait.

#### 3. Color Printing.

- a. Double-Sided Printing - The double-sided feature enables the machine to copy color pages front and back.
- b. Full-Page Color - The full-page color feature changes the color of the text on the entire page (example: if the text is in black ink, you can change it to red ink).
- c. Accent Color - The accent color feature allows the machine to highlight text on



the page and change only the color of the highlighted text. Available accent colors are black, blue, red, and green.

#### **4. Collating.**

The OAS has the capability to collate documents. The documents can be as many as three sections, and each section can be as many as 22 pages. The collating machine can accommodate 8 ½ x 11, 8 ½ x 14, and 11 x 17 size paper.

#### **5. Binding.**

Multiple page publications can be bound as follows.

- a. Stapling - One staple in any corner or two staples along the left margin (this is known as saddle stitching).
- b. Spiral Binding - Punched and bound with plastic spiral binding.
- c. Vello Binding - Places a solid plastic strip along the binding of the document.
- d. Tape Binding - Places a strip of tape along the binding of the document (colors available black, blue, and white).
- e. Three-Ring Binding - Three-hole drilled punched may be used for loose-leaf binders or metal rings.

#### **6. Transparencies.**

The OAS can create and duplicate transparencies from an original paper copy or an original transparency. They can be done in black and white or color.

#### **7. Creating Divider Tabs.**

The OAS can create collated tabs which can then be automatically inserted into the document.

**8. Inserting Capabilities.**

The following can be inserted into documents:

- a. Tabs;
- b. Dividers - tabs or color pages inserted;
- c. Covers - front and back, in color or black and white; and
- d. Color copies.

**9. Printing from the Electronic Source.**

The Xerox DocuTech can print images directly from a disk. If you provide the document in electronic format (on a disk), the operator is able to print your copies without using a paper original.

**10. Drilling.**

The Print Shop is able to drill:

- a. Three-hole punches; and
- b. Spiral bind punches.

**11. Cutting.**

The Print Shop can cut your document to any size.

**12. Double-Sided Copying.**

The Print Shop can print double-sided documents from single-sided or double-sided originals.

**13. Reducing and Enlarging.**

The Print Shop can reduce and enlarge documents. The minimum reduction is 64 percent and maximum enlargement is 200 percent.

**14. Reproducing Bound Documents.**

The Print Shop can reproduce magazine articles or perfect bound books without breaking the binding.

**15. Shrink Wrapping.**

On request, print jobs may be shrink wrapped in plastic in the requested quantity (example: 25 per pack, 50 per pack, 100 per pack, etc.). The Print Shop will provide guidance on the quantity to be wrapped.

**16. Paper Selection.**

- a. Variety of Colors - The Print Shop offers a variety of colors of both writing and vellum paper. The staff in the Print Shop has samples available.
- b. Variety of Sizes - 8 ½ x 11, 11 x 17, or paper may be cut to requested size.
- c. Variety of Weights - The standard weight of writing paper is 50 lbs, and the standard weight of vellum paper is 70 lbs.

**17. Printing Agency Letterhead.**

The Print Shop prints Agency letterhead in-house.

**18. Printing Agency Envelopes.**

Agency envelopes must be printed at GPO.

## Chapter 3

### What is the Difference Between In-House and External Printing?

#### 1. What is In-House Printing?

In-house printing includes everything that OAS can print internally using the equipment in the Print Shop. Chapter 2 covers the services available for in-house printing.

#### 2. What is External Printing?

External printing is all printing that must be sent to a contractor through GPO, because the specifications require more than the Print Shop is capable of.

## Chapter 4

### In-House Printing

#### 1. How Do I Request In-House Printing Services?

You must submit your request to the Chief of the Administrative Information Branch (AIB) in OAS.

#### 2. What Form Do I Use?

To request in-house printing you must use the SBA Form 1697, "In-House Printing Requisition."

#### 3. What is the Clearance Process?

You must first have the SBA 1697 signed by the designated approving official, and then by the Chief of AIB.

#### 4. Who Pays for In-House Print Jobs?

There is no cost to program or field offices. The OAS pays for the cost of the machines and materials.

#### 5. How Long Does it Take to Have an In-House Print Job Done?

The delivery is usually within 2-3 workdays, but OAS can accommodate emergencies and rush jobs.

#### 6. How are In-House Print Jobs Distributed?

Larger jobs, which are not easily carried, are delivered. For smaller jobs, the Print Shop will notify the contact person, who must pick up the materials within 1 day.

**7. How Does OAS Ensure Quality Control?**

The Print Shop will review each submitted print request before and after printing. On some occasions, we will ask the contact person to review and/or approve a sample copy before final printing.

**8. What if there is a Problem with My Printing Job?**

Contact the Chief, AIB. Corrections and reprints will be done to accommodate the needs of the program office.

## Chapter 5

### External Printing

#### 1. How Do I Request External Printing Services?

If the determination is made that the requirements of the job are in excess of SBA's in-house printing capabilities, the job must go to GPO. This decision is based on the workload, time limits, and type of printing and binding required. In Headquarters, you must submit your request to the Chief, AIB. The field office heads are authorized to procure printing from GPO regional printing and procurement offices noted in appendix 3.

#### 2. What Form Do I Use?

You must use the SF 1, "Printing and Binding Requisition," to request external printing.

#### 3. What is the Clearance Process?

The following steps must be taken to have an SF 1 cleared:

- a. You must have a printing estimate completed by the Print Shop;
- b. You must have approval from your approving official;
- c. You must have budget approval for that estimate;
- d. You must deliver the original SF 1 and materials to be printed to the Chief, AIB, for signature and approval; and
- e. Once the Printing Officer receives the completed request, he or she must process the paperwork and forward it to GPO.

#### 4. Who Pays for External Print Jobs?

The funds for printing are taken from the requesting program office's budget.

#### 5. How Long Does it Take to Have an External Print Job Done?

The GPO will try to meet all deadlines for printing requests. The GPO is allowed to take up to 4-6 weeks for delivery. Jobs can be rushed for an additional charge.

#### **6. How are External Print Jobs Distributed?**

There are several options for delivery of external print jobs.

- a. If the program office provides a mailing list for distribution, the contractor can make direct delivery to the users (example: SBA field offices); or
- b. The documents can be delivered directly to the SBA warehouse, where users can order them electronically.

#### **7. What is the Government Printing Office's (GPO) Role in External Printing?**

The GPO is responsible for administering all Federal printing contracts. The GPO serves as the liaison between SBA and the contractor performing the printing. For the field, all external printing must be done at your local GPO, with the exception of printing in field printing plants operated by an executive department, e.g. GSA. See appendix 3 for the list of all GPO regional printing procurement offices.

#### **8. What are the Printing Officer's Responsibilities?**

The Printing Officer will:

- a. Provide technical assistance and guidance, and specifications for the development of publications and other printing materials;
- b. Develop procedures to ensure that requests for printing and reproduction of publications are prepared and processed quickly and properly, and in compliance with the rules and regulations prescribed by the JCP;
- c. Be responsible for coordinating the specifications of each job (i.e., method of printing (internal or external), paper used, delivery date, etc.);
- d. Help program offices obtain printing, reproduction, and binding services through SBA's Print Shop and GPO; and
- e. Determine the printing schedule for the Print Shop.

#### **9. What are the Program Office's Responsibilities?**



The Program Office is responsible for the following:

- a. Preparing the document for printing;
- b. Completing the SF 1;
- c. Paying for the printing of the document;
- d. Providing a distribution/ mailing list; and
- e. Reviewing and correcting the proofs. It is important that the original camera ready copy be reviewed by the program office to ensure that all corrections are made before the contractor prepares the page proofs. Changes to the page proofs can be costly and time consuming, therefore, it is better to get it right the first time. Once the page proofs are sent to SBA for approval, they must be clearly marked in the upper right hand corner as either "approved to print," or "approved to print with changes," etc. They must also be initialed and dated.

**10. What is the Office of Marketing and Customer Service's (OMCS) Role in External Printing?**

- a. The Office of Marketing and Customer Service (OMCS) provides technical and graphics assistance such as camera ready copies, design covers, preparation of artwork, charts, graphs, and mechanical drawings.
- b. Prepares disks for artwork to be sent to the contractor.
- c. Prepares GPO Form 952, "Desktop Publishing - Disk Information."
- d. The OMCS issues publication numbers and approves all publications before they are sent to GPO.

## 11. What are Direct-Deal Term Contracts?

- a. Direct-deal term contracts allow the customer agency to place print orders (GPO 2511) directly with contractors rather than routing them through the GPO. The purpose of a direct-deal term contract is to ensure that SBA printing needs are met in the most effective and efficient manner possible. The primary reasons for granting direct-deal authority are as follows.
  - (1) Schedule. The schedule demanded by the agency would be adversely affected by requiring material to be submitted through GPO.
  - (2) Location. The remote location of the customer agency justifies direct placement of print orders with contractors within the area.
  - (3) Special Handling. Some furnished material may be bulky, fragile, or classified, necessitating special handling. In such instances, direct-deal authority may be granted to avoid excessive handling of the material.
- b. Federal Agency Authority Under Direct-Deal Term Contracts: Agency authority under direct-deal term contracts extends to the placement of print orders and to the transmission of copy and proofs to the contractor. Exceeding this authority, or not meeting the responsibilities prescribed by GPO, may be cause for an agency to lose its direct-deal privilege. All other authority rests with GPO's contracting officers. Agency personnel are not allowed to negotiate with contractors or to require performance beyond the terms of the contract. Any dissatisfaction with a contractor's performance, or need for additional services, is to be brought to the immediate attention of either the Printing Officer in Headquarters, or the authorized field office printing contact, who should contact GPO.
- c. Federal Agency Responsibilities: Because direct-deal authority transfers control over print order placement to SBA, GPO must rely on SBA personnel for information regarding a contractor's performance (GPO Form 907, "Non-Compliance/Change Report"). Accurate and complete records are essential to protecting the Government's interests in contract disputes. It is the responsibility of the SBA Printing Officer to bring problems with timeliness of delivery, product quality, and quantities received to the attention of GPO.

## 12. How Do I Establish One?

- a. Based on paragraph 5-11, the program office, in coordination with OAS, must first determine if a term-contract is necessary.

- b. The program office must complete the term-contracts necessity questionnaire which is submitted to the GPO customer representative.
- c. Specifications are then written by the contracts division at GPO.
- d. It is then submitted for approval or changes by SBA.

**13. What if there is a Problem with My Printing Job?**

In Headquarters, contact the Chief of AIB, or in the field, contact the authorized field office printing contact, who will coordinate correcting the problem.

**14. Can Private Entities Reprint SBA Publications?**

Yes. Once SBA has printed a publication and it is available to the public, a private sector organization can reprint the publication, but only using private funds. Private entities cannot use Government funds to print materials.

## Chapter 6

### Submitting Documents to GPO to be Sold to the Public

#### 1. What Types of Documents are Sold to the Public?

Any publication that is of significant interest to the public and is releasable under the Freedom of Information and Privacy Acts.

#### 2. Who Decides if a Document is to be Sold?

The program office, with the approval from the Office of Freedom of Information/Privacy Acts (FOIA), and the Office of Marketing and Customer Service (OMCS), decides for SBA if a document can be sold. However, GPO has the final decision over what publications will be sold through the Superintendent of Documents.

#### 3. What Form Do I Use to Request that a Document be Sold by GPO?

The GPO Form 3868, "Notification of Intent to Publish."

#### 4. How is the Request Processed?

The program office and the Printing Officer will work together to complete the GPO 3868 and submit it to the Superintendent of Documents. No GPO 3868's should be submitted without the approval of the Office of Freedom of Information/Privacy Acts, the Office of Marketing and Customer Service, and the Office of Administrative Services.

## Chapter 7

### The GPO Rider Program

#### 1. What is the Rider Program?

The Rider Program is a program set up by GPO to streamline printing requests. It allows Federal agencies to pool identical print requisitions into a single GPO print order.

#### 2. What are the Benefits of Participating in the Rider Program?

The Rider Program saves the Agency money by eliminating the cost of duplicating print set-ups for the same publication.

#### 3. Who Coordinates the Rider Program?

The Office of Administrative Services (OAS). The OAS will issue an Information Notice annually as a reminder to the program offices. It will include the list of publications available through the program, and the procedures for participating.

#### 4. How Does My Office Participate in the Rider Program?

The Government Printing Office (GPO) each year asks all Federal agencies to submit their print requisitions and updated mailing lists for all GPO subscriptions ordered under the rider program. Each program office interested in "riding" an item must submit an SBA 2 with an updated mailing list through the designee in their area for submission to the Printing Officer in the Print Shop. In order for the SBA 2 to be processed, it must have budget approval and justification. Each Management Board member should designate a contact person in their area to handle the flow of their rider requests.

## **Chapter 8**

### **Copier Machines**

There are public use copier machines available to every SBA office. In Headquarters, you may use these machines to make copies up to 150 sheets. In the field, this limit is at the discretion of the office head. These machines must be used for official SBA business only. When using them, please be sure to make double-sided copies whenever possible to save paper. According to Executive Order 12873, "Federal Acquisition, Recycling, and Waste Prevention," you must use recycled copier paper that contains 20 percent recovered fiber and 20 percent postconsumer fiber. Because both GSA and GPO sell paper that meets these standards, purchasing recycled paper from GSA or GPO will help ensure that you are purchasing the correct paper.

## Appendix 1

### Index to Forms and Reports

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## Appendix 2

### Definitions

The following glossary lists the most used graphic art terms used in the printing field. This will assist you in understanding different terms used by printers and/or typographic and design personnel when processing or discussing the print jobs with your customers.

**Accordion Fold.** A term referring to two or more folds that open like and accordion.

**Against the Grain.** Folding paper at right angles to the grain of the paper.

**Antique Finish.** A term describing the surface, usually on book or cover papers, that has natural rough surface.

**Ascender.** That part of the type which rises above the main body of a character, as in “b.”

**Backbone.** The binding edge of a signature or book. (See spine.)

**Back Lining.** A paper or fabric material adhered to the backbone so as to strengthen the binding of a hard-cover book.

**Backing Up.** Printing the reverse side of a sheet already printed on one side (backup).

**Basis Weight.** The designation given to a sheet of paper in terms of the weight of 500 sheets (one ream) in the basic size for that grade (25 x 38 for book papers, 20 x 26 for cover papers, 22 ½ x 28 ½ or 22 ½ x 35 for bristols, 24 x 36 for industrial papers, 17 x 22 for writing papers, 25 ½ x 30 ½ for index). The basis weight for paper stock is calculated per 500 sheets of the basic size in the GPO.

**Binder’s Board.** A paper board used in making the cover of a cased book.

**Blank Book.** An account book.

**Bleed.** The area of a printed image extending beyond the trim edge.

**Bleeding.** Trimming margins of books into the printing.

**Blind Stamp.** A design on the cover of a book which is stamped without the use of gold leaf or ink.

**Body Type.** Type used for the main body or text of a job.



**Bold Face.** Heavy-face type in contrast to light-face type. Used for emphasis in headings, subheading, titles, etc.

**Bond Paper.** A broad term used to describe any type of paper used for letterheads, forms, and general business purposes.

**Bookcloth.** A close weave, starch-filled medium-weight cloth used for a covering material.

**Book Paper.** A class of paper used for books, catalogs, periodicals, booklets, and general advertising literature. Antique, vellum, machine finish, supercalendered, and coated papers are all examples of book papers.

**Brochure.** A pamphlet bound in the form of a booklet. Normally used for advertising and informative purposes.

**Buckram.** A heavy weave bookcloth impregnated with a starch or clay filler.

**Bulk.** The degree of thickness of paper.

**Calender.** The degree of smoothness and gloss of the surface of uncoated papers.

**Caliper.** The thickness of a sheet of paper, a pamphlet, or a signature measured under specified conditions, usually expressed in thousandths of an inch.

**Camera Copy.** Material ready for photographic reproduction.

**Caps and Small Caps.** Two sizes of capital letters made on one size of type, commonly used in most roman type fonts.

**Case.** The cover of a hard-bound book.

**Casebound.** Combining the text and case into one unit.

**Casemaking.** The operation of making the covers for casebound books.

**Cast Coated.** Coated paper rolled under pressure against a polished cylinder to produce a highly glossed enamel finish. For most coatings, a steam-heated drum is used.

**Chain Marks.** The parallel lines on laid paper. They run parallel with grain and are about 1 inch apart.

**Coated Paper.** Paper which has a surface coating, giving it a smooth glossy finish.

**Collate.** Gathering of sheets or signature in sequence.

**Composition.** The process of setting type and preparing it for printing.

**Condensed Type.** A narrow or slender type face.

**Copy.** Any material furnished by the customer (typewritten manuscript, pictures, artwork, etc.) to be used in the production of printing. (See also, Camera Copy.)

**Cover Paper.** A term applied to a great variety of papers used for the outside covers of catalogs, brochures, and booklets to enhance the appearance and to provide protection when handling.

**Crop.** To eliminate unwanted portions of the copy, usually of a photograph, as indicated by “cropmarks”.

**Cut Flush.** Type of binding with the cover trimmed flush with the head, tail, and foreedge of the text.

**Dandy Roll.** In papermaking, a wire cylinder on papermaking machines that makes wove or laid effects on the texture, as well as the watermark itself. Used in the manufacture of better grades of business and book papers.

**Descender.** That part of the type which extends below the main body of a character as in “p”.

**Die Stamping.** An Intaglio process achieved by means of a die and counter die; blind or color stamping the front cover of a book.

**Double Spread.** Any two facing pages. Two-page spread, center spread.

**Dummy.** A plan of a piece of printing, showing the size of page and general appearance, sometimes made by pasting proofs into a booklet of blank pages of the desired size.

**Duplex Paper.** Paper having a different color or finish on each side. Used mostly for announcement, direct mail, etc.

**EM.** The square of a type body. So named because the letter M in early fonts (and sometimes in modern fonts) was usually cast on a square body.

**Embossing.** Impressing letters on artwork in relief to get a raised surface; either overprinting or on blank paper which is called “blind embossing.”

**EN.** One-half the width of an em.

**End Leaves.** The outer leaves of a book which are pasted to the case or cover. Also called

endpapers or endsheets.

**Face.** That part of the type or plate that makes the impression on the paper.

**Facsimile.** The exact reproduction of a letter, document, or signature. Sometimes abbreviated as “facism” or “fax.”

**Finishing.** The lettering and tooling of a book. All final processes to complete a binding.

**Flush Cover.** A cover that has been trimmed to the same size as the inside text pages. (See cut finish.)

**Fly Leaves.** The leaves of end papers next to the text of a book.

**Folio.** A page number.

**Font.** Complete assortment of all letters and characters of one sized and style of type.

**Format.** The size, style, shape, printing requirements, etc., of any magazine, catalog, book, or printed piece.

**Fuzz.** Loose fibers or lint appearing on the surface of paper.

**Galley.** A shallow metal tray used to hold hot-metal type.

**Galley Proof.** A proof taken of type while it is still on a galley, before it has been made up into pages.

**Gathering.** The operation of collating or collecting signatures or sheets in consecutive order.

**Glossary.** A list of unusual words or terms placed in the back of the book, defined to explain their meaning as used in the text.

**Grain.** The direction in which the fibers lie in a sheet of paper.

**Gripper Edge.** Leading edge of paper as it passes through a printing press.

**Gripper Margin.** Unprinted blank edge of paper upon which grippers bear, usually ½ inch or less.

**Gutter Margin.** The inside margin from printing area to binding.

**Half Title.** The general title of the book printed on a leaf separating the preliminary matter from the text. Half titles are also used throughout a book to separate principal parts, carrying the

name of the following portion.

**Halftone.** The graduation of tone achieved by a large number of dots of varying size. The result is attained by exposing a plate through a crossruled screen.

**Head.** Top edge of a book.

**Head Margin.** White space between the first line of type and the top of the page.

**Hickeys.** Imperfections in presswork due to a number of causes such as dirt on the press or hardened specks of ink, noticeable on solids or halftones by little unprinted spots.

**Imposition.** The placing of page forms so that the pages will be in the desired sequence after folding with proper margins.

**Impression.** The pressure exerted so as to transfer an image to a substrate being printed, stamped, or hand finished.

**Index.** A list placed at the end of a book, showing individual items from its contents in alphabetical order.

**Intaglio.** A printing surface where the type or illustration have been cut or etched out below the surface such as in steel-plate engraving or gravure printing.

**Jog.** To aline sheets of paper (boxing).

**Journeyman.** A compositor, pressman, or bookbinder who has served an apprenticeship and is recognized as a full-fledged workman.

**Justify.** In composition, to space out lines of text so that they are all of even length.

**Lacquer.** A clear coating applied to the surface of a printed job for protection as well as appearance.

**Laid Paper.** Paper having parallel lines watermarked at equal distances, giving a ribbed effect.

**Layout.** The drawing or sketch of a proposed printed piece; a reference to the imposition of a printed piece.

**Leaders.** In composition, dashes or dots used to guide the eye across a page to the intended word or figure. Used in tabular work, programs, etc.

**Leads.** Thin strips of metal placed between lines of type for spacing purposes.

**Ledger Paper.** A strong writing paper commonly used for bookkeeping records.

**Legend.** A brief description printed below illustrations, maps, tables, etc.

**Letterspacing.** The spacing between each letter of a word.

**Line Gage.** A graduated rule marked of in pics, half pics, and point measurements.

**Linotype.** Trade name of a composing machine invented by Ottmar Mergenthaler about 1885. This is a line casting machine which assembles and cases “lin-o-type” on a metal slug from which printing may be done.

**Lithography.** From Lithos, a stone, a graphein, to write, the process based on the antipathy of water and grease; of putting writing or designs on stone and producing printed impressions therefrom. Also applied to any process based on the same principle, but using zinc, aluminum, or other mediums instead of stone, such as the offset printing process.

**Lower Case.** Small letters in type, as opposed to capital letters.

**Machine Finish.** Paper with a medium high polish. The smooth finish is created by passing the paper through calendering rolls.

**Makeready.** The process of preparing a machine to perform the function for which it was designed.

**Marbling.** The process of decorating paper or book edges by dipping them in different colors of ink that have been floated on a size.

**Negative.** A photographic image in reverse of the original image on the camera copy. The reverse of a positive.

**New Odd Page.** A right hand or odd-numbered page on which a section of a book or pamphlet is started, such as: The table of contents, title page, new chapters or units, index, etc.

**Newsprint.** A soft, sized paper made principally from ground wood-pulp, and used mostly for newspapers, circulars, and cheaper grades of printing where permanence is not required.

**Offset.** An adaptation of stone lithography in which the design is drawn or photographically reproduced on a thin flexible metal plate, or other medium, from which it is transferred to the object to be printed.

**Opacity.** The property of a paper which minimizes the “show-through” of printing from the reverse side or the next sheet.

**Opaquing.** Painting out pinholes and other defects in negatives, or cleaning up imperfect areas of a plate prior to etching.

**Overprinting.** Double printing; printing on an area that already has been printed.

**Page.** One side of a written or printed leaf.

**Pamphlet.** A thin book with or without a paper cover, usually of 96 pages or less.

**Paper Cover.** A pamphlet with a separate paper cover wire stitched or glued to the binding edge.

**Parchment.** Split skin of sheep. The grain or wool side is made into skives. The flesh side is converted into parchment.

**Pasteup.** Preparation of copy by putting all elements in proper position before photographing.

**Perfect Binding.** A method of binding wherein the leaves of the book are held together with an adhesive.

**Pica.** The standard of type measurement in the point system, equal to 12 points or about one-sixth of an inch; see also font. (6 picas = 1 inch, 72 picas = 12 inches.)

**Picking.** The removal of the surface of paper during printing. It occurs when the pulling force (tack) of the ink is greater than the surface strength of the paper.

**Pigment.** The fine solid particles used to give color or opacity to printing inks.

**Plastic Binding.** A solid back comb rolled to make a cylinder of any diameter. The book is punched with slots along the binding side and the plastic comb is inserted through the slots.

**Point.** The unit upon which the point system of measuring type is based. A point is nearly  $1/72$  of an inch—0.023837 inch. (See also pica.)

**Porosity.** The property of a paper sheet that allows the permeation of air.

**Positive.** A photographic image on film or glass which corresponds to the original copy. The reverse of a negative.

**Preface.** Preliminary material of a book, containing the personal remarks of the author.

**Press Proof.** A finished proof taken on the press in one or more colors, after proper makeready.

**Primary Colors.** In printing inks: yellow, magenta, or process red, and cyan or process blue.

**Progressive Proofs.** Proofs of four-color-process printing plates, showing each color separately and then combined.

**Punching.** Cutting holes of various shapes in cards or sheets by use of male or female dies.

**Quarter Bind.** A style of binding which has the spine covered with one type of material and the sides with another. The spine material wraps the cover boards one-fifth of the distance from joint to foreedge.

**Ream.** 500 sheets of paper of any size.

**Recto.** The right-hand page of a book or signature.

**Register.** Fitting of two or more images upon a sheet of paper in exact alignment with each other.

**Register Marks.** Marks printed on a form or place on a negative to facilitate alignment of images.

**Reverse Plate.** A printing plate in which the parts that are usually black or shaded are reversed, so they will appear white.

**Rule.** A thin piece of type-high metal used for printing lines of various thickness. There are many kinds of rules: single, parallel, double, dotted, way, scoring, perforated, cutting, etc.

**Running Head.** A line at the top of a page showing the title of the book, the chapter, or the subject.

**Saddle Stitch.** To fasten a booklet by stitching it through the spine with wire staples.

**Score.** To impress a mark in paper to make folding easier. This is done by use of a scoring rule locked in a form and run on a printing press, or by one of the several bindery machines that can perform this operation.

**Screen.** Plate glass or film with cross ruled opaque lines used in cameras to reproduce continuous tone illustrations in a series of dots.

**Self-Cover.** A cover of the same kind and weight of paper as the inside text pages, usually printed as part of the text.

**Serif.** The short cross lines at the ends of the main strokes of certain styles of type faces.

**Showthrough.** The printed image bleeds or shows through the medium on which it is printed.

**Side Stitch.** A binding method in which the wire stitch is run through the gathered signatures from front to back (side wire).

**Sig.** Short for the word signature.

**Signature.** A printed sheet containing four pages or multiples of four pages, folded and numbered to form one unit of a book or pamphlet.

**Signature Line.** A line placed on the first page or a signature in a lower left corner containing the jacket number, the year of printing, and the signature number (271-555-6710).

**Slug.** A lead, 6 points thick. Also, a type line cast on a line-casting machine.

**Small Caps.** An alphabet of small capital letters available in most roman type faces. Commonly used in combination with the larger capital letters.

**Spine.** The bound edge of a book.

**Spiral Binder.** A book bound with wires in spiral form inserted through holes punched along the binding edge.

**Stitching.** Fastening sheets together with wire by hand or machine.

**Stock.** Paper.

**Substance.** See basis weight.

**Super.** A cheesecloth like material adhered to the spine of casebound books to add strength to the binding. Also called crash.

**Supercalendered.** Paper highly polished by running it through a calender stack (a vertical stack of heavy rollers).

**Table of Contents.** A table preceding the text which lists the contents of a book unit by unit in order of appearance without regard to alphabetical sequence.

**Tack.** A reference to the adhesive quality (stickiness) of glue.

**Tail.** The bottom edge of a book.

**Text Paper.** See Book Paper.



**Tint.** A light color, normally used for backgrounds.

**Tipping.** Attaching paper by applying paste or glue to the edge of a sheet or in the fold of a signature.

**Title Page.** A page preceding the body of the text of a book, giving its title, the name of the author, the publishers' imprint, the date of publication, etc.

**Transpose.** To exchange the position of one letter, word, group of words, or illustration with another.

**Type High.** 0.918 of an inch; the standard for letterpress printing.

**Typography.** The art of printing with type. The design, style, appearance, or arrangement of matter printed from type.

**Underscore.** In composition, to set a rule under a word or group of words for emphasis.

**Vellum Finish.** A toothy finished paper which is relatively absorbent for fast ink penetration.

**Verso.** The left-hand page of a book or folded sheet of paper.

**Watermark.** A name or design made into a sheet of paper by the dandy roll during manufacture.

**Appendix 3**  
**(paragraph 5-7)**  
**GPO Regional Printing & Procurement Offices**

**REGION 1**

GPO Regional Printing Procurement Office  
John F. Kennedy Federal Building  
Government Center, Room 612  
Boston, MA 02203-0001  
Phone: 617-565-3136

**REGION 2 (I)**

GPO Regional Printing Procurement Office  
Southampton Office Park  
928 Jaymore Road, Suite A-190  
Southampton, PA 18966-3820  
Phone: 215-364-6455

GPO Satellite Printing Procurement Office  
Moorhead Federal Office Building  
1000 Liberty Avenue, Room 501  
Pittsburgh, PA 15222-4000  
Phone: 412-644-2858

**REGION 2 (II)**

GPO Regional Printing Procurement Office  
201 Varick Street, Room 752  
New York, NY 10014-4879  
Phone: 212-620-3321

**REGION 3 (I)**

U.S. Government Printing Office  
Rapid Response Center (Procurement)  
1<sup>st</sup> and N Streets SE, Building 136  
Washington, DC 20403  
Phone: 202-755-2110

**REGION 3 (II)**

GPO Regional Printing Procurement Office  
11836 Canon Boulevard, Suite 400  
Newport News, VA 23606-2555  
Phone: 804-873-2800

**REGION 4**

GPO Regional Printing Procurement Office  
401 West Peachtree Street, NW  
Suite 1800  
Atlanta, GA 30365-3001  
Phone: 404-331-5198

GPO Satellite Printing Procurement Office  
L. Mendel Rivers Federal Building  
334 Meeting Street, Room 122  
Charleston, SC 29403-6417  
Phone: 803-724-4137

**REGION 5 (I)**

GPO Regional Printing Procurement Office  
610 South Canal Street, Room 1051  
Chicago, IL 60607-4597  
Phone: 312-353-3916

**REGION 5 (II)**

GPO Regional Printing Procurement Office  
Federal Building  
200 North High Street, Room 614  
Columbus, OH 43215-2493  
Phone: 614-469-6884

**REGION 6**

GPO Regional Printing Procurement Office  
Old Post Office Building  
815 Olive Street, Room 328  
St. Louis, MO 63101-1531  
Phone: 314-539-2371

**REGION 7**

GPO Regional Printing Procurement Office  
U.S. Courthouse & Federal Office Building  
1100 Commerce Street, Room 3D4  
Dallas, TX 75242-1001  
Phone: 214-767-0451

GPO Satellite Printing Procurement Office  
Building 1552, Door Two  
Kelly Air Force Base, TX 78241-5000  
Phone: 512-229-4775

GPO Satellite Printing Procurement Office  
U.S. Customs House  
423 Canal Street, Room 310  
New Orleans, LA 70130-2341  
Phone: 504-589-2538

GPO Satellite Printing Procurement Office  
Building 206, L-55  
Tinker Air Force Base, OK 73145-5000  
Phone: 405-231-4146

**REGION 8**

GPO Regional Printing Procurement Office  
Denver Federal Center  
Building 53, Room d-100  
Denver, CO 80255-0347  
Phone: 303-236-5292

**REGION 9 (I)**

GPO Regional Printing Procurement Office  
Federal Office Building  
15000 Aviation Boulevard, Room 2W26  
Lawndale, CA 90261-1087  
Phone: 213-297-1650

GPO Satellite Printing Procurement Office  
Valley Center Office Building  
2221 Camino Del Rio South  
San Diego, CA 92108-3609  
Phone: 619-557-6390

**REGION 9 (II)**

GPO Regional Printing Procurement Office  
Building 99, Treasure Island  
San Francisco, CA 94130-9991  
Phone: 415-744-3078

**REGION 10**

GPO Regional Printing Procurement Office  
Federal Center South  
4735 East Marginal Way South  
Seattle, WA 98134-2397  
Phone: 206-764-3726

**Appendix 4**  
**(paragraph 5-11)**  
**Sample GPO Form 907, Non-Compliance/Change Report**

AGENCY PROCEDURAL HANDBOOK

PROGRAM NUMBER B-430M	PRINT ORDER NUMBER 12	JACKET NUMBER 379-000	DEPT. REQ. NUMBER 2-01234
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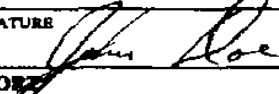
CONTRACTOR

Specialized Business Forms Co.

<input type="checkbox"/> NON-COMPLIANCE	<input checked="" type="checkbox"/> GOV'T DELAY—WHAT WAS DELAY, NUMBER OF DAYS—DESCRIBE BELOW		
<input type="checkbox"/> DELIVERY	DUE DATE 12-9-91	ADJUSTED (GPO ONLY) 12-13-91	ACTUAL DATE RECEIVED (Attach Receipts)
<input type="checkbox"/> SHORTAGE	<input type="checkbox"/> INTERNAL CARTON	COPIES SHORT	MISSING MATERIALS

SPECIFICATION NON-COMPLIANCE/GOV'T DELAY

Government-caused delay — Proofs were returned  
2 days late.

AGENCY HHS	TELEPHONE NO. 000-0000	SIGNATURE 	DATE 12-2-91
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NON-COMPLIANCE/CHANGE REPORT

GPO Form 907 (R 10-90)

GPO 062-417

**GPO FORM 907, "NON-COMPLIANCE/CHANGE REPORT"**

The purpose of the GPO Form 907 is to promptly alert GPO to changes in contract schedules and/or contractor non-compliance. To submit a Non-Compliance/Change Report, fill in all applicable blanks for identifying the contract, the contractor, the agency, the person to contact and the phone number. When indicating a schedule change, check the appropriate box, include the original due date, the adjusted date, and the reason for the adjustment (e.g., proofs or materials late to contractor). When there is a problem with contractor non-compliance, check the "non-compliance" box and describe the reasons in the space provided below (e.g., failure to return galley proofs with page proofs, etc.). Other boxes pertain to delivery, quantity, and quality problems. When any of these problems occur, check the appropriate box(es) and briefly describe the problem(s). Problems regarding timely delivery should be supported with copies of delivery receipts. Quality deficiencies should be supported by a sample of the product. If additional information or evidence is required, GPO will contact the agency.

**Appendix 5**  
**(paragraph 5-10)**  
**Sample GPO Form 952, Desktop Publishing - Disk Information**

GPO Form 952  
(1-93)

U.S. Government Printing Office  
**Desktop Publishing – Disk Information**

*This form should be completed and submitted with the electronic media, visual(s),  
camera copy, if any, and the SF-1 or GPO Form 2511.*

FOR GPO USE

Jacket no. \_\_\_\_\_  
Program no. \_\_\_\_\_  
Print order no. \_\_\_\_\_

**1. Customer**

Agency/Department \_\_\_\_\_ Date \_\_\_\_\_  
Job title \_\_\_\_\_  
Agency requisition no. \_\_\_\_\_ Program no. \_\_\_\_\_ Print order no. \_\_\_\_\_  
Name of person completing form \_\_\_\_\_ Phone no. \_\_\_\_\_  
Desktop publishing technical contact \_\_\_\_\_ Phone no. \_\_\_\_\_

**2. Requested Output**

GPO/contractor to output as required for printing requested  
 Output as follows: Output resolution \_\_\_\_\_  Paper  Film  Laser proofs/no. of sets \_\_\_\_\_  
Pages to be output \_\_\_\_\_ Total no. of pages of output \_\_\_\_\_  
(other) \_\_\_\_\_

**3. Computer, Operating System, and Media**

IBM® or compatible with DOS ® version \_\_\_\_\_  Windows® version \_\_\_\_\_  
 Macintosh® Model \_\_\_\_\_  With system \_\_\_\_\_  
 Other (Unix®, OS/2®, etc.) Describe \_\_\_\_\_  
Media type:  3 1/2" floppy disk(s)  5 1/4" floppy disk(s) Quantity \_\_\_\_\_  
Other (describe including size and quantity) \_\_\_\_\_

**4. Software**

Name of page layout (or other "main") program used \_\_\_\_\_ Version \_\_\_\_\_  
Name(s) of program(s) used for illustrations \_\_\_\_\_ Version \_\_\_\_\_  
Name(s) of other program(s) used \_\_\_\_\_ Version \_\_\_\_\_  
\_\_\_\_\_ Version \_\_\_\_\_  
 continued in block 10 or on an attachment  
File(s) supplied in:  Program format  PostScript format  Both formats

**5. Font(s) - List all fonts used in the file(s) to be output**

Font name(s) and weights (light, compressed, etc.)	Font manufacturer (Adobe, Ditsream, etc.)
_____	_____
_____	_____
_____	_____

 continued in block 10 or on an attachmentAre all custom letter spacing or kerning files included?  Yes  NoHave you included all printer and screen fonts?  Yes  No

If no, explain \_\_\_\_\_

**6. Visuals Submitted**

Have you included a visual (laser or other proof) of all pages and illustrations?  Yes  No  
Was the visual made at less than 100% in order to show bleeds?  Yes  No  
Does the visual clearly show color breaks?  Yes  No  
Was the proof made on a printer using HP brand PCL language or PostScript language?  PCL  PostScript

See reverse for required file and color information.

## Appendix 5 (cont'd)

### Page 2 Desktop Publishing – Disk Information

FOR GPO USE

Jacket No. \_\_\_\_\_

Program/Print Order No. \_\_\_\_\_

#### 7. File Information - List information for all files (including graphics) used in the document to be output

File Name (including extension)	File Size	Program Used	Compression Program Used, (if Any)	Document* ASCII or PostScript	Graphic File Format (TIFF, EPS, etc.)	Linked Graphics Yes or No
Example 1	96 KB	Pagemaker	Stuffit	Pagemaker		
Exgraph1.TIF	17 MB	Illustrator	None		TIFF	No

continuing in block 10 of an attachment

\*Document = program file format (provide name)

ASCII = unformatted

#### 8. Color Separation Information

Color identification system used:  PANTONE Matching System®  TRUMATCH®  RGB  
 Process colors (CMYK)  Other \_\_\_\_\_

Have color separations been made?  Yes  No

Name of program used to separate colors (if any) \_\_\_\_\_ Version \_\_\_\_\_

Trapping:  Supplied  Not supplied  Do not trap  Contractor to create traps

#### 9. Miscellaneous Checklist

Do the files provide for bleeds (if any)?  Yes  No

Were changes made to any file(s) after the proof was made?  Yes  No If yes, explain \_\_\_\_\_

#### 10. Notes/Special Instructions

##### Recommendations for submitting "Electronic Mechanicals"

- If you are providing files in PostScript format only, remember these are printer driver files and usually cannot be manipulated or changed by GPO or the contractor. Therefore, if any author's alterations are required you will have to provide updated files.
- If any file has been changed for the benefit of the printout (e.g., making an image smaller to show bleeds on a printout) be sure to change the file back before making the disk you are submitting.
- After making the printout, remove any "for position only" images in the files and replace them with an ID number (referenced to the printout and supplied copy) to speed up film output and thus hold down costs.
- If any holding lines (keylines) are used in the file to indicate illustration size and position, indicate on the printout whether the lines print or not.

- On the supplied printout, clearly identify any halftones or other copy being supplied as separate camera-ready copy.
- Clearly mark any miscellaneous instructions that would have been on an overlay (e.g., folding and perforating marks), on the printout or by other means.
- Label all disks with the agency name, project name, the date the disk was made and the requisition or SF-1 number. In addition, show a disk number and total number of disks sent (e.g., 1/5).
- Keep an exact duplicate of all disks and visuals you are submitting to GPO.
- To avoid false expectations, any requested enhancements to data supplied (e.g., added trapping) should be discussed with GPO ahead of time.

For additional assistance in completing this form and submitting electronic mechanicals, see GPO Circular Letter No. 354 and Technical Report No. 31, or call your Customer Service Representative or Regional Printing Procurement Office.

Mention of any brand name product as an example is not meant as an endorsement of that product nor of its manufacturer.



Appendix 6

Sample GPO Form 1026A, Print Order for Marginally Punched Continuous Forms

SECTION VI. FORMS COMPLETION

PRINT ORDER FOR MARGINALLY PUNCHED CONTINUOUS FORMS

You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated.

GPO FORM 1026A  
(R 3/81) P. 57371-0

PROGRAM <b>A1026-M</b>	PRINT ORDER <b>60001</b>	JACKET <b>301-123</b>	OBJECT CLASS	Estimated Cost	DATE <b>12-17-91</b>
DEPARTMENT <b>Army-Ft. Meade</b>	REQUISITION <b>2-20306</b>	SAC <b>8710-01</b>	TITLE <b>Time Report</b>	FORM NO. <b>#603 (7/85)</b>	
CONTRACTOR			PURCHASE ORDER	AREA/STATE CODE	CONTRACTOR'S CODE

MATERIAL  Mailed f.o.b. contractor's only, 19\_\_  Available for pick up by 12-18, 19 91 QUANTITY (SETS plus/minus per contract) **20,000**

Negatives  Camera Copy  Reprint Copy  Manuscript Copy  Sample

DESCRIPTION **3-Part Type and Rule Form**

STOCK FORM  CUSTOM FORM SIZE (Overall): Width **9-1/2** inches; Depth **11** inches

Equipment and Usage: Printer **IBM 3211**

Must meet Laser Forms Requirements  Burst/Decolor  Manually

PART NO.	PAPER TO BE FURNISHED BY CONTRACTOR - BASIS 500 SHEETS 17 X 22"				TYPE OF CHANGE		INK COLOR			PRINTS HEAD TO
	COLOR	KIND	SUB. NO. (LATTITUDE)	FACE	BACK	Partone No.	FACE	BACK	OVERPRINT	
(1)	White	C.W. Bond	11-13				Black			OSO
(2)	White	C.W. Bond	11-13	Mar			Black			OSO
(3)	White	C.W. Bond	11-13	Mar			Black			OSO
(4)										
(5)										

Copy designations print in Red ink.  Warning Signal  Extended warranty

MARGINS (inches)

Face	Head	Foot	Left	Right
	Back			

Follow sample copy  Inadequate lockup

PROOF REQUIRED \_\_\_\_\_ Sets

Send proofs and copy to: \_\_\_\_\_

will be withheld not more than \_\_\_\_\_ workdays from receipt by Government to receipt in contractor's plant. Contractor must not print prior to receipt of an "OK to print."

INTERLEAVING CARBONS

Narrow unpunched, carbon short 3/8" on left 3/8" on right

PACKING Pack Suitable \_\_\_\_\_ sets per shipping container.

CONTAINERS - LEVEL  B  C

One break per container (splices not acceptable);  Unbroken strips (splices acceptable);  Unbroken strips (splices not acceptable);  Bar coding;  Pallets - type  A  B

JOINING Sets are to be joined by

Crimp in the  Left  Right margin(s)  Line glue in  Left  Right margin(s);  Flexible stub in the  Left  Right margin(s);  Stap glue (see "ADD'L INSTR")

DISTRIBUTION

Ship - all sets must be shipped from the contractor's plant on or before 1/17, 19 92

Deliver - all sets must be received at destination(s) on or before \_\_\_\_\_, 19 \_\_\_\_\_

PARTIAL  SHIPMENT  DELIVERY SCHEDULE:

\_\_\_\_\_ sets by \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_ sets by \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_ sets by \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_ balance by \_\_\_\_\_, 19 \_\_\_\_\_

PERFORATION

MARGINAL 1/2 from  Left side 1/2 from  Right side

TEARLINE Horizontal tearline every 11

ADDITIONAL \_\_\_\_\_

Clean edge perforations  4 Sides  LAR  TAB

FILE PUNCHING

Number	Diem.	Inches C. to C.	Location To Center of Hole
<u>2</u>	<u>1/4</u>	<u>2-3/4</u>	<u>3/8 From Top Perf.</u>

Center holes in 9-1/2 dimension(s)

ADDITIONAL INSTRUCTIONS NOTE: Delivery must be made between the hours of 8:00 a.m. and 2:30 p.m. (Monday - Friday)

SHIP TO

<u>20,000 Sets to:</u>	<u>15 Samples to:</u>
<u>HODA - DAEN - IMP - R</u>	<u>Army Field Printing Plant</u>
<u>Bldg. 1978, Room 121</u>	<u>Bldg. 4553 - C Basement</u>
<u>Route 175 and 20th Street</u>	<u>Ft. George G. Meade, MD 20755-5165</u>
<u>Ft. George G. Meade, MD 20755-5165</u>	

See attached distribution list

FOR INFORMATION CONCERNING THESE SPECIFICATIONS CALL \_\_\_\_\_

Date contractor notified of award \_\_\_\_\_, 19 \_\_\_\_\_ By \_\_\_\_\_ Departmental Authority (Signature and Title)

## Appendix 6 (cont'd)

### SECTION VI. FORMS COMPLETION

#### GUIDELINES FOR PREPARING GPO FORM 1026a

When completing print orders for placement under Program A1026-M, all applicable boxes must be filled in. In no case shall requirements be omitted. At a minimum, the information below must be included in the appropriate spaces on the print order (GPO FORM 1026A), similar to that illustrated on page 31.

**Line 1 (GPO information)**—Program number, Print Order number/Jacket number (if open Requisition was submitted for block of print order numbers), Object Class (for appropriate GPO office), Estimated Cost (if sold via *direct deal authority*), and current Date.

**Line 2 (Department information)**—Department name, Requisition number, Billing Address Code (BAC), Title and Form number (if applicable).

**Line 3 (Contractor information)**—Only applicable to Departments with *direct deal authority*. Contractor name, Purchase Order number, State Code, and Contractor's Code.

**Material block**—Indicate type of copy furnished; negatives, camera, reprint, manuscript, and sample.

**Quantity block**—Enter quantity required in number of sets. Do not use "Box", "M", or similar designations to specify amounts.

**Stock or Custom and Size boxes**—Indicate whether the form is Custom or Stock and specify width and depth of form in inches. Width is the overall distance between the left and right edges of the paper, including marginal aligning strips. Depth is either 8-1/2 or 11".

**Equipment block**—List computer printers, forms bursting and decollating equipment by make and model number.

**Form Description block**—Enter description of paper; color, kind, and substance (basic weight) for each part. Selections must be made from paper specified in the contract. Enter marginal (MAR), minor (MIN) or major (MAJ) to indicate typographical changes from part to part as defined in GPO Contract Terms (Pub. 310.2, Rev. 9-88). Changes are determined from face of part to face of following part and back of part to back of following part in sequence. Specify color(s) of ink required for face, back and overprint as appropriate. When forms print face and back, indicated whether printing is head to head, head to foot, head to left or head to right as appropriate.

**Miscellaneous items**—Check the box if copy designations print in a color other than the base form color and indicate the color of ink required. Check boxes for Warning Signal or Extended Warranty when required. These options are defined in the program.

**Margins block**—If margins provided on copy are accurate, check "Follow sample/copy" box. Otherwise enter all necessary margin measurements. Head and foot margins are determined from tearline perforations to base form printing. Left and right margins are measured from overall width edges (including marginal aligning strips) to first printing. No entry is necessary for blank forms.

**Interleaving Carbons block**—When carbon interleaving is required in forms, indicate the short measurements for the left and right sides.

**Joining block**—Indicate the type and location of joining desired. Descriptions of the various types of joining methods are contained in the program.

**Perforation block**—Enter location of marginal (vertical) perforations, measured from nearest edge of overall sheet to perforation. Enter distance between tearline (horizontal) perforation. This measurement should be the same as the overall depth of the form. Additional vertical and/or horizontal perforation instructions may be entered in space provided.

**File Punching block**—Indicate if file punching is required and how many holes, their diameter, center-to-center distance between holes, and distance from centerline common to all of the holes to the closest edge of the sheet. Indicate the dimension in which file holes are to be centered.

**Numbering block**—For serially numbered jobs, specify the first and last number desired.

**Proof block**—Under the "Proof Required", give number of sets desired, up to a maximum of three sets. The number of days proofs will be held must be filled in whenever proofs are requested. No entry required unless proof is needed.

## Appendix 6 (cont'd)

### AGENCY PROCEDURAL HANDBOOK

**Packing block**—Enter desired number of sets per container when necessary. If contractor's standard quantity per container is acceptable, indicate "suitable". Check level of packing required, as defined in the program. Indicate whether one break in continuous forms per container is suitable, or if unbroken strips are required with or without splicing acceptable. Check type of pallet required, when appropriate. The two types of pallets available are defined in the program.

**Distribution block**—Check either ship or deliver as applicable and enter date. If partials are required, as defined in the program, check either ship or deliver and enter partial quantities and dates then complete balance quantity and date.

**Ship to block**—Give complete shipping address and address for return of furnished material and samples. If

a distribution list is necessary, supply 4 copies with the requisition. Note: the maximum number of destinations permissible on the program is 18. Please state if inside delivery is required.

**Departmental Authority**—Affix signature and title of person duly authorized to sign the requisition.

Agencies submitting print orders to GPO for placement under Term Contract A1026-M must understand the terms and conditions of the program. The requirements of the print order must agree with the requirements specified in the program. No print order will be placed which *requires performance not provided for in the program*, or which waives any contractual agreement, regardless of how minor these modifications may seem.

## Appendix 7

Sample GPO Form 1815, Notice of Quality Defects  
SECTION VI. FORMS COMPLETIONGPO Form 1815  
(8-81) Previous issues are obsolete

## NOTICE OF QUALITY DEFECTS

DATE: 12/24/91

DEPARTMENT/AGENCY Agriculture	CONTRACTOR ABCXYZ Company
GPO JACKET NO. 279-000	PROGRAM NO. 814-M
REQUISITION NO. 2-00001	PRINT ORDER NO. 00001

QUALITY DEFECTS	
PRINTING ATTRIBUTES	FINISHING
<input checked="" type="checkbox"/> P-1. Hickies and Spots	<input type="checkbox"/> F-1. Trim Size
<input type="checkbox"/> P-2. Extraneous Marks	<input type="checkbox"/> F-2. Misplacement and Misalignment of Cover Image
<input type="checkbox"/> P-3. Moire	<input type="checkbox"/> F-3. Cover Position
<input type="checkbox"/> P-4. Register	<input type="checkbox"/> F-4. Folding Position and Skewness
<input type="checkbox"/> P-5. Text and Illustration Image Position	<input checked="" type="checkbox"/> F-5. Perfect Bound Book Durability
<input type="checkbox"/> P-6. Newton's Ring	<input type="checkbox"/> F-6. Loose Cover, Pages and Binding
<input type="checkbox"/> P-7. Type Quality and Uniformity	<input type="checkbox"/> F-7. Excess Glue
<input type="checkbox"/> P-8. Half-tone Match	<input type="checkbox"/> F-8. Damaged Pages
<input type="checkbox"/> P-9. Solid or Screen Tints Color Match	<input type="checkbox"/> F-9. Damaged Edges
<input type="checkbox"/> P-10. Process Color Match	<input type="checkbox"/> F-10. Warpage of Case Bound Books
<input type="checkbox"/> P-11. Rub Resistance of Printed Image	<input type="checkbox"/> F-11. Damaged Covers
<b>OTHER</b>	<input type="checkbox"/> F-12. Missing Pages
<input type="checkbox"/> Incorrect Packaging	<input type="checkbox"/> F-13. Upside Down Cover
<input type="checkbox"/> Incorrect Shipping Containers	<input type="checkbox"/> F-14. Upside Down Pages
<input checked="" type="checkbox"/> Quantity Delivered Short	<input type="checkbox"/> F-15. Blank Pages—Other Than Specified
<input type="checkbox"/> Damage Incurred During Shipping	<input checked="" type="checkbox"/> F-16. Wrong Pagination
<input type="checkbox"/> Departmental Random Copies (Blue Label) not furnished	<input checked="" type="checkbox"/> F-17. Loss of Information
	<input type="checkbox"/> F-18. A Serious Shift in Process Color Match

**Additional Remarks** Due 500 copies to Washington, DC only received 450. This Department has experienced a work stoppage which to date has cost \$10,500 and an undetermined loss to our Food Stamp Program in uncollected fees. Actual figures will be furnished at a later date.

**ACTION REQUESTED**

Quality does not meet specifications and the material cannot be utilized. It is requested that the entire/partial order be:

Reprinted  
 Corrected

Quality does not meet specifications; however, the materials can/must be utilized. It is requested that the price be discounted.

Other (please specify) \_\_\_\_\_

Please advise John Doe, telephone 720-XXXX of the action taken or for further assistance.

**FOR GPO USE ONLY**

Date forwarded to Printing Procurement/Production/QC & TD/other \_\_\_\_\_

Requested resolution date \_\_\_\_\_ Actual date resolved \_\_\_\_\_

Printing Specialist \_\_\_\_\_ Telephone \_\_\_\_\_



**Appendix 8**  
**(paragraph 5-11)**  
**Sample GPO Form 2511, Print Order**  
**AGENCY PROCEDURAL HANDBOOK**

GPO Form 2511  
 (R 1-88) P. 57870-3

**PRINT ORDER**

You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated.

DEPARTMENT <b>Army</b>		REQ. NO. <b>2-01234</b>	DATE <b>10-9-91</b>		PURCHASE ORDER NO. <b>42500</b>	PRINT ORDER NO. <b>00001</b>
CONTRACTOR <b>Any Contractor</b>			JACKET NO. <b>715-000</b>	ESTIMATED COST	SHIP/DL DATE <b>11-12-91</b>	
TITLE <b>Basic Training</b>			OBJECT CLASS <b>24.43</b>	STATE CODE <b>060</b>	CONTR'S CODE <b>09340</b>	PROGRAM NO. <b>1252-M</b>
PROOFS	SETS	DATE DUE TO GOVT	DAYS GOVT WILL HOLD	RETURN DATE TO CONTR.	APPROPRIATION CHARGEABLE	BILLING ADDRESS CODE (BAC)
Galley	<b>2</b>	<b>10-16</b>	<b>3</b>	<b>10-24-91</b>		
Page	<b>2</b>	<b>10-26</b>	<b>3</b>	<b>10-29-91</b>		
Blues	<b>2</b>	<b>11-2-91</b>	<b>2</b>	<b>11-4-91</b>		
MATERIAL FURNISHED TO CONTRACTOR			COMPOSITION			
Manuscript	<b>72</b>	Halftones	<b>16</b>	Line illus.	<b>5</b>	Camera Copy
		Negatives		Binders		Other
TEXT STOCK	<b>White Offset</b>		COVER STOCK	<b>White Vellum</b>		NO. OF TEXT PAGES (including blanks)
Book, Sub 50			finish cover, Sub 50			FOLD-IN STOCK
FOUR COLOR PROCESS PRINTS		COLOR OF INK	COVER PRINTS		FOLD-IN FORMS	
Cover	1 2 3 4 5	Blue	1 2 3 4	<b>X X X X</b>	Face Only	Face & Back
		Black		Est. 36		STAMP-INS
						NEGATIVES (No. Required)
						Est. 40

DISTRIBUTION RETURN NEEDS TO GPO FOR STORAGE NO  YES

RETURN ORIG. AND/OR NEGS. TO: HQDA (DAAG-PAR) Washington, DC 20310

Transportation Officer  
 U.S. Army AG Publications Center  
 2800 Eastern Boulevard  
 Bengies, MD 21220

Departmental Authority (Signature and Title)	Purchase Obligation	DATE SENT TO CONTRACTOR
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## Appendix 10 (cont'd)

### GUIDELINES FOR PREPARING STANDARD FORM 1 (PRINTING AND BINDING REQUISITION)

The following instructions are intended as a basic guide to completing the Printing and Binding Requisition, Standard Form 1. Contact your Printing Officer or liaison personnel at the *Government Printing Office* for clarification of technical questions.

Paragraph numbers refer to the corresponding sections on the illustration. All applicable sections must be filled in accurately before the requisition can be processed.

1. Insert the number of the requisition in sequence of release. If a requisition is canceled DO NOT use the same number again.
2. Insert name of department or Government agency and bureau or office originating the requisition.
3. Insert the date on which requisition is prepared.
4. Enter the appropriation symbol number, expenditure account, allotment, object classification, bureau control number, etc., and/or state whether publication is required by specific provision of law, authorized by the OMB, etc.
5. Enter the six-digit Billing Address Code (BAC) assigned your agency by GPO. If none has been assigned, see item 63.
6. To be initialed by that person in the ordering bureau or office having authority to commit funds.
7. Enter the full title of the product except when in conflict with security regulations. Do not use *generalized* descriptions.
8. Enter the quality level requested under the terms of the Quality Assurance Through Attributes Program. The primary responsibility for assigning levels rests with the ordering agency; if none is requested, however, the GPO will establish one and notify the agency.
9. Insert form number if applicable and revision date, if available.
10. Under "Quantity" insert the number of units of finished product and indicate under "Finished Product" the description of the units shown. A unit is the completely assembled product, such as a pad, kit, book or pamphlet. For instance, do not give the total number of items comprising a set, but only the number of sets. Quantities for the individual items should be listed under "Additional Information" or on a separate instruction sheet.
11. Enter Top Secret, Secret, Confidential, Official Use Only, Controlled Item, Dated Periodical, Current Work, etc., when applicable.
12. If this requisition is a rider (i.e., an order for additional copies of an item ordered on another requisition or print order), indicate the originating department, the requisition number, the print order number, if appropriate, and, if available, the GPO jacket number assigned to that requisition.
13. This space is used only when there is a requirement for critical coordination of the production and delivery of different but related items, ordered on separate requisitions. For example, a publication ordered on one requisition may be of no value to the user without a form which has been ordered on another requisition. In this case, the two requisitions would be coordinated, or "strapped" in order to have the publications and forms printed and shipped to the user simultaneously. Enter the number of the requisition(s) with which this order will be "strapped."
14. Enter description of paper for text, cover, and/or other parts of product, such as fold-ins, inserts, etc.: type or grade, color, substance (basis weight) and JCP Code Number in that order. Paper selections must be made from the listing approved by the Joint Committee on Printing for the requested usage. Enter your second choice of paper, if any, where indicated. Enter, where appropriate, the color or colors of ink (and number) required. Do not simply state "blue" or "red"; when possible, give commercial manufacturer's numbers to be matched (i.e., PMS).
15. If you are providing magnetic tape, check whether it is a direct drive output tape (compatible with GPO electronic photocomposition equipment) or other requiring a conversion program, or an input tape that

## Appendix 10 (cont'd)

### AGENCY PROCEDURAL HANDBOOK

- is coded using a generalized input language. If you are providing negatives, camera copy, manuscript, or printed copies to shoot, enter the number of negatives, folios, or pages in the appropriate space.
16. If the product has been printed by or through GPO before, insert the last jacket and requisition numbers.
  17. Indicate size and face of type desired for body or text; specify whether leaded or solid. Enter description of type for display matter, such as side heads, center heads, and chapter headings.
  18. Indicate top and back (binding) margins desired. The GPO will recommend appropriate margins if not indicated.
  19. If this space is checked, the printer will "follow literally" the spelling, punctuation, capitalization, abbreviation, etc., in accordance with the manuscript as submitted.
  20. Check if accurate registration is required for multiple copy forms. If form must register with another form previously printed, attach a copy of the printed form, marked "for register purposes only."
  21. Indicate whether typewriter spacing is critical in the design of the form.
  22. Enter overall width of type page in picas, the number of columns to the page, and the width of columns in picas.
  23. Enter depth of body of text in picas. If the publication is to have a running head, this is included in the total page depth. Do not include bottom page folios.
  24. Indicate total number of illustrations to be used.
  25. If reproductions from a previous printing are to be used, and are being stored by GPO under a jacket and requisition number other than the last printing (see item 16), enter that jacket and requisition number. (Reproductions are not stored in RPPO's.)
  26. When stored reproductions are used by other than the originating agency, they must be restored to the original jacket for the balance of the unused storage period. Therefore, if you have been authorized to borrow reproductions, indicate in this space.
  27. If you want GPO to store the reproductions from this job, specify what kind of materials are to be stored and the number of weeks they are to be held. Reproductions, except type, will be stored in multiples of 104-week periods. Type will be stored in multiples of 13-week periods. All reproductions will be destroyed, without notice to the ordering agency, upon expiration of the storage period. Storage may be extended by submission of a requisition or print order at least 30 days prior to the expiration date. This box is also used to indicate whether the reproductions are to be returned to you or destroyed. If they are to be returned, give a full return address under "Additional Information." (RPPO's do not store reproductions. Therefore, when requisitioning printing through a RPPO, you must indicate the desired disposition of negatives, camera copy, etc.)
  28. Check whether you desire printing on one side only, both sides head to head, head to foot, or other. If other, elaborate under "Additional Information."
  29. Indicate which cover pages will print.
  30. Check if embossing is desired. The law limits embossed stationery to the use of certain officials only.
  31. Indicate if ruling is required. This applies to ledger and similar forms.
  32. Indicate whether perforating and/or scoring will be required and the position of same.
  33. For serially numbered jobs, specify the first and last number desired. The job should be designed so that printing and numbering may be done in one operation and in the same color of ink. If not, specify the color of ink desired for numbering. Indicate whether missing numbers are acceptable and if missing numbers must be identified on the inner-package label packing slip.
  34. For forms and other flat sheet printing, show dimensions in inches with horizontal printing dimension first. If direction of printing differs on the face and back, the face printing will control the dimensions. On lipped cards or sheets the overall measurement should be given, including the lip.
  35. For folded forms, flyers, etc., give the folded dimensions of the sheet with the horizontal printing dimension first. When unusual or complicated folding is desired, a sample or dummy should be submitted to show the exact folding requirements, with the folds labeled in sequence (A to A, etc.). When it is necessary to make marks on copy, use nonreproducible blue.
  36. For printed books and pamphlets give horizontal printing dimension first.
  37. If known, enter the exact number of pages in the finished product. This figure should include any blank pages. If the exact number of pages cannot be determined, enter an estimate.
  38. Indicate number of fold-ins or inserts (such as charts, maps, illustrations, etc.) which are not a part of the text, that are to be tipped or bound into the book.
  39. Applies to pamphlets and similar work. Indicate in appropriate box whether self-cover (i.e., the cover is

## Appendix 10 (cont'd)

### SECTION VI. FORMS COMPLETION

- of the same stock as text) or separate cover (i.e., the cover is of a stock different from text). If separate cover, be sure to indicate cover stock in item 14. Self-cover is more economical.
40. Check method of stitching desired, and indicate the number of stitches to be used. Generally, publications through 96 pages are saddle stitched; books and pamphlets of over 96 pages and up to approximately  $\frac{7}{8}$ " in thickness are side stitched; those over  $\frac{7}{8}$ " in thickness or requiring flat opening are sewn or adhesive bound.
41. In many cases, pasting of small pamphlets is more economical than wirestitching. When pasting is acceptable it is suggested that an X be placed in both items 40 (Saddle) and 41 (Paste) with the word "Or" inserted between. GPO will then use the method which is most economical for that particular job.
42. Indicate if a trim-four-sides looseleaf product is desired. Indicate drilling or punching requirements under item 48. Note that a perforate-on-fold looseleaf-type product can be specified under item 32.
43. Indicate whether adhesive ("Perfect") binding is desired.
44. Indicate whether sewing is desired. Sewing is more expensive than either wirestitching or adhesive binding.
45. Indicate whether case binding is required, as well as the kind and color of binding material.
46. Applies to casebound books covered with fabrikoid, buckram, cloth, or similar materials, or binders, certificates, etc. Check the location of stamping and whether gold (used on leather) or imitation gold, or ink (specify color) is desired.
47. If padding is required, indicate whether gummed or stitched. Pads will be gummed or stitched at the top unless indicated otherwise in the position (Pos.) box. Enter the number of sheets per pad. If sets are being padded, list the number of sets in a pad and the number of sheets in each set. (Snap-outs/multiforms should be ordered on Standard Form 1-C).
48. Indicate if punching or drilling is required and (a) shape of punch, (b) how many holes, (c) their diameter, (d) center-to-center distance between holes, and (e) distance from centerline common to all of the holes to the closest edge of the sheet.
49. Specify number and position of round corners, such as "4 corners" or "upper right and left," etc.
50. Specify order of gathering of sheets in a set, such as original, duplicate, triplicate, etc., or white, pink, yellow, etc.
51. Indicate if carbon interleaves are required within pads or sets of a form. (If carbonless paper is required, specify under item 14.)
52. Indicate type of index, if any, desired, "Cut" refers to indexes having a portion of the text pages cut out so that the outer edge of the index tab is flush with the trimmed edge of the book. Also known as "Thumb" index. "Tab" refers to index tabs extending beyond the trimmed edge of the page. "Bleed" refers to any index wherein the index listing is placed on the cover or an inside page with locator marks bleeding off the edge and corresponding to similar marks in the text.
53. Indicate the height of lip ( $\frac{1}{2}$ ", etc.). The width of each cut is expressed as a fraction of the total number of tabs that can be cut out of the full depth of a sheet ( $\frac{1}{4}$ ,  $\frac{1}{8}$ , etc.). Under position (Pos.): If less than a full bank (one complete row) is required, list the positions wanted (1, 2, 3, etc.). If more than one bank or row is desired, list the total number of tab positions required.
54. Specify date proof is requested. No entry is required unless proof is needed on or before a certain date because of special requirements. When proofs are required, GPO will set up a production schedule in accordance with the requested delivery date and the number of days that the proof(s) will be held by the originating bureau or office. Under "Proof Sets," give the number of sets of galley and/or page proofs required. An additional charge is made by GPO when more than four sets of offset or type proofs are specified on in-house work. "Dept. Hold" is to be filled in WHENEVER PROOFS ARE REQUIRED. If proofs are held for a longer period than originally agreed by the originating bureau or office, delivery will be delayed, usually for considerably more than the additional time that proofs are held. Under "Proofs To," give the complete name and address for delivery of proofs, including room number.
55. Specify when delivery of order is required.

## Appendix 10 (cont'd)

### AGENCY PROCEDURAL HANDBOOK

56. Check or specify the type of internal packaging desired. If "Suitable" is checked, internal packaging will be accomplished in accordance with commercial practices.
57. The unit of quantity of finished product given under item 10 must be used as a basis for packaging.
58. Check if exterior cartons are required.
59. Indicate if B/L (Bill of Lading) is furnished to GPO by the originating agency.
60. Give complete shipping address (e.g., Department or Agency, name of constituent organization; bureau; regional, territorial, area, field or other office; division or section, number and street; name of building; room number; city, state, and zip code+4\*). Return address for camera copy, negatives, magnetic tapes, etc., should be indicated under "Additional Information." If a distribution list is necessary, supply 4 copies with the requisition. Indicate if inside delivery is required.
61. Indicate any special information (such as surcharge or overtime authorized), additional specifications, or instructions needed to AM-PLIFY data in the items of the requisition. DO NOT use this space for information for which ample room is provided elsewhere on the requisition. DO NOT use this space for instructions that should be on the copy, such as indentions, running heads, percentage of reduction, etc. If additional instructions are carried on a separate sheet, indicate "See instruction sheet" in this space.
62. Insert the name and telephone number of the person or persons who may be contacted for additional information regarding this job.
63. Insert the agency billing address only if a billing address code (BAC) has not been assigned by GPO (see item 5).
64. Affix signature and title of person authorized to sign the requisition. Said authorization must be on file (via memo) with GPO Departmental Account Representative Division and with the PPO where the requisition is placed.

\*Agencies can obtain the +4 code by calling 1-800-228-8777.

# Appendix 11 Sample SF 1C, Printing & Binding Requisition for Specialty Items

**PRINTING AND BINDING REQUISITION FOR SPECIALTY 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) \_\_\_\_\_ Reg. 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 etching master \_\_\_\_\_ Hectograph \_\_\_\_\_ Azograph \_\_\_\_\_ Foldover style \_\_\_\_\_ Substyle \_\_\_\_\_ (Other) \_\_\_\_\_

Part No.	Size (Detached)	Paper (basis 1,000 sheets)		Color of ink			Head in-	Sub Postport*
		Color	Kind	Substance	Face	Back		
X								
X								
X								
X								
X								
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 \_\_\_\_\_ Checkbook back \_\_\_\_\_  
 (Other) \_\_\_\_\_  
 Stack (Color and kind) \_\_\_\_\_ Basis (1,000 sheets) \_\_\_\_\_ COLOR of ink \_\_\_\_\_

MARGINS \_\_\_\_\_ FACE-Head \_\_\_\_\_ Side(s) \_\_\_\_\_ BACK-Head \_\_\_\_\_ Side(s) \_\_\_\_\_ STUB \_\_\_\_\_ Basis (1,000 sheets) \_\_\_\_\_ COLOR of ink \_\_\_\_\_  
 (Specify) \_\_\_\_\_ Glue paste \_\_\_\_\_ Forged gum \_\_\_\_\_ Pad \_\_\_\_\_ Wire stitch \_\_\_\_\_ Sew \_\_\_\_\_  
 SERIAL (PARTS)—From \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_ ink in \_\_\_\_\_ (PIECE(S)) \_\_\_\_\_ SKIPS \_\_\_\_\_ Acceptable \_\_\_\_\_ Not acceptable \_\_\_\_\_  
 NUMBERS COVERS—From \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_ ink in \_\_\_\_\_ (PIECE(S)) \_\_\_\_\_ List on package \_\_\_\_\_ Do not list \_\_\_\_\_

INTERLEAVE \_\_\_\_\_ Between all parts \_\_\_\_\_ After part Nos. \_\_\_\_\_ COLOR \_\_\_\_\_ Black \_\_\_\_\_ Blue \_\_\_\_\_ PURPLE \_\_\_\_\_ BROWN \_\_\_\_\_ KIND \_\_\_\_\_ One time \_\_\_\_\_ Dual purpose \_\_\_\_\_ EXTRACTION \_\_\_\_\_  
 Mr.'s \_\_\_\_\_  
 Mr.'s \_\_\_\_\_  
 Mr.'s \_\_\_\_\_

CARBON \_\_\_\_\_ TYPEWRITER \_\_\_\_\_ Manual typewriter \_\_\_\_\_ Ball-point pen \_\_\_\_\_ If special machine, specify machine and model No. \_\_\_\_\_  
 Electric typewriter \_\_\_\_\_ Pencil \_\_\_\_\_  
 COVERAGE \_\_\_\_\_ TO PRODUCE \_\_\_\_\_ Copies \_\_\_\_\_ After storage of \_\_\_\_\_ months \_\_\_\_\_ PROTECTIVE COATING \_\_\_\_\_  
 None \_\_\_\_\_ Mr.'s Std. \_\_\_\_\_ (Other) \_\_\_\_\_  
 (Excluding stub perforations on unit sets (snapouts))

PERFORATE \_\_\_\_\_ Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_  
 Sub perforations must be such as to guarantee easy separation of all parts individually or in one operation but sufficient strength must be retained to permit shipping and handling under normal handling and shipping conditions.

PUNCH or DRILL \_\_\_\_\_ FILE HOLES \_\_\_\_\_ No. holes \_\_\_\_\_ inches c. or c. \_\_\_\_\_ MARGINAL \_\_\_\_\_ Sheets \_\_\_\_\_ inch \_\_\_\_\_  
 \_\_\_\_\_ Sheets and covers \_\_\_\_\_ Shape \_\_\_\_\_ Location to centers \_\_\_\_\_ \_\_\_\_\_ Left \_\_\_\_\_ Carbons \_\_\_\_\_ inch \_\_\_\_\_  
 \_\_\_\_\_ Diameter \_\_\_\_\_ inch \_\_\_\_\_ \_\_\_\_\_ Right \_\_\_\_\_ Manufacturer's standard \_\_\_\_\_  
 Location \_\_\_\_\_

FASTNERS \_\_\_\_\_ Mr.'s option \_\_\_\_\_ Wire stitch \_\_\_\_\_ Sew \_\_\_\_\_ (Other) \_\_\_\_\_

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

PROOFS \_\_\_\_\_ DATE REQUESTED \_\_\_\_\_ QUANTITY \_\_\_\_\_ RETURN IN \_\_\_\_\_ DELIVER TO \_\_\_\_\_  
 \_\_\_\_\_ Sets \_\_\_\_\_ Days \_\_\_\_\_


PACKAGING \_\_\_\_\_ Wrap \_\_\_\_\_ Tie \_\_\_\_\_ Bond \_\_\_\_\_ Manufacturer's Standard \_\_\_\_\_ (Other) \_\_\_\_\_  
 In units of \_\_\_\_\_ sets \_\_\_\_\_

DELIVERY \_\_\_\_\_ DATE REQUESTED \_\_\_\_\_ TO \_\_\_\_\_  
 Number of Bl. 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 shall receive orders as necessary and referred entirely to public business.

Standard Form No. 1-C January 1965 \_\_\_\_\_ Basis of the Budget Circular No. 4-6 (Rev. 1-40) \_\_\_\_\_  
 This form was electronically produced by Ellis Federal Forms, Inc. \_\_\_\_\_ (Signed) \_\_\_\_\_ (Title)

**Appendix 12**  
**(paragraph 1-4)**  
**Sample SBA Form 1697, In-House Printing Requisition**

		<b>U.S. SMALL BUSINESS ADMINISTRATION</b> <b>In-house Printing Requisition</b>	
OFFICE: _____	DATE: _____		
APPROPRIATION CODE: _____	SUB. OBJ. CODE: _____		
CONTACT: _____	PHONE NO.: _____		
PRINT JOB TITLE: _____	FORM NO. & ISSUE DATE: _____		
REQ. DELIVERY DATE: _____	ADJUSTED DATE: _____	RECEIVED DATE: _____	
New: _____	Revised: _____	Temporary: _____	Reprint: _____
Copies: _____		No. Text Pages: _____	
SHOOT PRINTED COPY: _____	FLAT SIZE: _____	FOLD TO: _____	
Head to Head: _____	1 Side Only: _____	Head to Foot: _____	
Drill: _____	(3 holes, 3/8" in diameter on LEFT side 4 1/4 Center to Center)		
Glue: _____	(at least 1" on left margin) WIRE STITCH: _____	Position: _____	No.: _____
PAPER STOCK: _____	INK: _____		
TEXT: _____	_____		
COVER: _____	_____		
OTHER: _____	_____		
DELIVER TO: _____	QUANTITY: _____	DESTINATION: _____	
_____			
<input type="checkbox"/> <b>GILS INFORMATION IS ATTACHED</b>			
APPROVING OFFICIAL SIGNATURE AND TITLE (Originating Office)			DATE
_____			_____
ADMINISTRATIVE INFORMATION BRANCH			DATE
_____			_____



