

SF 1

PRINTING AND BINDING REQUISITION

To the PUBLIC PRINTER Please furnish the following:

| | | |
|---|---|----------------------------|
| JACKET NO. (Assigned at GPO) | <input type="checkbox"/> Red <input type="checkbox"/> Black | REQUISITION NO. |
| FROM (Department or Government Establishment) | (Bureau or Office) | DATE |
| APPROPRIATION CHARGEABLE / APPLICABLE LAW | BILLING ADDRESS CODE (BAC) | AUTHORIZED BY |
| TITLE | QUALITY LEVEL | FORM NO. |
| QUANTITY (Units of finished products) | FINISHED PRODUCT (Check one) <input type="checkbox"/> Books or Pamphlets <input type="checkbox"/> Blank Forms (Sheets) <input type="checkbox"/> Sets <input type="checkbox"/> Pads or Tablets <input type="checkbox"/> Other (Specify) | CLASSIFICATION |
| THIS ORDER RIDES (Department) | (Requisition No.) | (Jacket No.) |
| | | STRAP WITH REQUISITION NO. |

| | | | | |
|----------------------------|-----------------|---|------------------------|-----------------|
| PAPER STOCK AND INK | Text | FIRST CHOICE (Grade, color, and basis weight) | SECOND CHOICE (If any) | COLOR(S) OF INK |
| | Cover | | | |
| | OTHER (Specify) | | | |

| | | | | | | |
|--------------------|---|---------------------|---------------|---|-------------------------|---|
| COMPOSITION | FURNISHED (Magnetic tape) <input type="checkbox"/> Direct Drive <input type="checkbox"/> Other | (Negatives) | (Camera Copy) | (Manuscript) | (Shoot printed copy) | PREVIOUS JACKET / REQ NO. (If Reprint) |
| | TEXT TYPE (Point, Face, Leaded/Solid) | DISPLAY TYPE (Face) | | MARGINS (After trim) Picas/Inches | Back/Left Top Other | FOL. LIT. FORMS MUST REGISTER TYPEWRITER SPACING |
| | TYPE PAGE WIDTH (Picas) | No. of Cols. | Col. Width | TYPE PAGE DEPTH (Include running head but not bottom folio) | ILLUSTRATIONS (Total) | PICKUP FROM: Jacket No. Req. No. RESTORE TO ORIGINAL JACKET |

| | | | | | | | | | | | | | |
|--------------------------|--------------------------------------|-----------------|---------------|------------------|----------------------|------------|--|-----------------|-----------------------------|--------------------|--------------------------------|--------------------------------|-------------|
| PRESS AND BINDERY | PRINT One Side Only | Head to Head | Head to Foot | Other | COVER PRINTS 1 2 3 4 | EMBOSS | RULING (Print or Bindery) | PERFORATE SCORE | Position | NUMBER (Inclusive) | Color of ink | | |
| | SIZE FLAT (inches) FORMS, SETS, PADS | X | | FOLD TO (Inches) | X | | SIZE TRIMMED PAGE (Inches) BOOKS/PAMPHLETS | X | | PAGES | FOLDINS / INSERTS | PAPER COVERS (Self) (Separate) | |
| | WIRE STITCH (Side) (Saddle) (No.) | PASTE ON FOLD | LOOSELEAF | ADHESIVE BOUND | SEW | CASE BOUND | (Material and Color) | | STAMP TITLE (Bindery) Cover | Spine | Gold | Im. Gold | Ink (Color) |
| | PAD/SETS (Gum) (Stitch) (Pos.) | (Sheets in Pad) | (Sets in Pad) | (Sheets in Set) | PUNCH/ DRILL | (Shape) | (No. of Holes) | (Diam.) | (Inches Center to Center) | (Pos.) | ROUND CORNERS (No.) (Position) | | |
| | GATHER (Explain) | | | | | | CARBON INTERLEAVE | INDEX (Cut) | (Tab) | (Bleed) | LIP DIVIDERS (Height of Lip) | (Width of cut 1/5 etc.) (Pos.) | |

| | | | | | | | | | |
|----------------------------|-------------------------|----------------------------|--|--------------|----------|---------------------------|---------------------|-----------------|---------------|
| PROOFS AND DELIVERY | REQUESTED PROOF DATE | PROOF SETS (Galley) (Page) | DEPT. HOLD (Workdays) (Galley) (Pages) | PROOFS TO | | | | | |
| | REQUESTED DELIVERY DATE | KRAFT WRAP | SHRINK FILM | BAND IN SETS | SUITABLE | OTHER PACKAGING (SPECIFY) | QUANTITY IN PACKAGE | PACK IN CARTONS | B/L FURNISHED |
| | DELIVER TO | | | | | | | | |

ADDITIONAL INFORMATION

FOR ADDITIONAL INFORMATION CONTACT (Name and Telephone Number)

BILLING ADDRESS (If BAC has not been assigned)

I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment.

STANDARD FORM 1 (Rev. July 1979)
 Prescribed by GPO
 Title 44 of the U.S. Code Control No. 1-110

(Authorizing Signature) _____ (Title) _____
 *U.S. Government Printing Office: 1992-- 312-071/ 50086 NSH 7540-00-634-3955 PREVIOUS EDITION NOT USABLE