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INSTRUCTIONS FOR COMPLETING GSA FORM 50, REQUISITION FOR REPRODUCTION SERVICES

| <u>ltem</u> | <u>Action</u> |
|----------------------|--|
| 1., 2., 3a. & 4. | Self-explanatory. |
| 3b. | Enter the name of the individual who has complete knowledge of all particulars concerning the requisition. In the case of errors, omissions, or questions, this item permits direct contact with responsible person. |
| 5, | Do not use "ASAP". Enter the date work must be at destination. This date permits more flexibility in assigning priorities to urgent requests. |
| 6. | The complete appropriation, allotment, and object classification must be shown. Also include in this item the estimated cost of the requested work. |
| 7. | The Billing Office Address Code (BOAC) must be shown. This accounting data must be complete and verified for correctness by the requisitioning office. |
| 8. & 9. | Self-explanatory. |
| 10. | Enter a brief but adequate description of the material. This description will aid in locating requisitions when the shop job number is not known. |
| 11a., 11b. & 11c. | Self-explanatory. |
| 11d. | Print one side Print Head to Head Print Head to Foot the other side. - Self-explanatory The top of the form is in the same position on the front and back sides The top of the form on one side corresponds to the bottom of the form on |
| 11e. | Self-explanatory. |
| 11f. | Show in inches, margins on front and back. (i.e., 1/2" top and 1/2" left) If margins are per artworks or sample, check as appropriate. |
| 11g. | Show in inches, the exact size material to be folded to. (i.e., 8-1/2" x 5-1/2") |
| 11h. | As folioed (assembled) - Each page is numbered individually. As paged - Assembled by page number on document. Per dummy - Sample is attached to show assembly. |
| 12a. | Saddle Stitch Side Wire - Fastening a booklet through the spine with wire Fastening a booklet with wire running through the gathered sheets of paper that are in consecutive order on binding edge Fastening a booklet where gathered sheets of paper that are in consecutive order are stacked, trimmed, and glued (for example, paperback books). Looseleaf - Marginal allowance for hole punching A solid-back comb rolled to make a cylinder of any thickness and inserted through slots punched along the binding side Tape binding used on electronic publishing equipment. |
| 12b. & 12c. | Self-explanatory. |
| 12d. | Indicate the position and number of holes needed. Show in inches, the diameter and distance center to center. |
| 10 | Self-explanatory. |
| 13. 14. | Plan the arrangement of special instructions in order to avoid confusion or misinterpretation. When special instructions are length, use appropriate headings to separate specific information. |
| 15 | Self-explanatory. |
| 15. | Signature of approving official to authorize funds. |
| 16a. 16b. & 16c. | GSA Printing Officer or Regional Printing Officer; or Regional Printing and Distribution Branch Chief; or other agency authorized official. |
| | |

IMPORTANT

- Copies 1, 2 $\,$ MUST be submitted with $\,$ material to be reproduced. 3 & 4 $\,$
- Copy 5 Send to your Finance Office with requisition number of ACT number.
- Copy 6 Retained by ordering office as suspense record.