

MATERIAL FURNISHED

JOB TITLE	JOB CONTROL NUMBER
<input type="checkbox"/> CAMERA COPY _____ <input type="checkbox"/> MANUSCRIPT _____ <input type="checkbox"/> NEGATIVES _____	<input type="checkbox"/> MAILING LABELS _____ <input type="checkbox"/> PHOTOGRAPH _____ <input type="checkbox"/> SLIDES _____
<input type="checkbox"/> DISKETTE (Complete GPO Form 952) _____ <input type="checkbox"/> OTHER _____	REPRINT <input type="checkbox"/> YES <input type="checkbox"/> NO
FORM OR PUB NO.	

SERVICES REQUESTED

<input type="checkbox"/> PLANNING CONFERENCE REQUESTED	<input type="checkbox"/> PHOTOGRAPHY	<input type="checkbox"/> COPY CENTER _____	DATE IN	DATE DUE
<input type="checkbox"/> GRAPHICS	<input type="checkbox"/> PRINTING	<input type="checkbox"/> DISTRIBUTION _____		

GRAPHICS/PHOTOGRAPHY

<input type="checkbox"/> VUGRAPHS _____ Each Total _____	<input type="checkbox"/> B&W COPY Total _____	<input type="checkbox"/> ILLUSTRATION	<input type="checkbox"/> COVER _____	<input type="checkbox"/> PROOF
<input type="checkbox"/> 35 MM SLIDES _____ Each Total _____	<input type="checkbox"/> COLOR COPY Total _____	<input type="checkbox"/> BROCHURE/FLYER	<input type="checkbox"/> LINE ART _____	By _____
<input type="checkbox"/> CERTIFICATES Total _____	<input type="checkbox"/> MOUNT <input type="checkbox"/> LAMINATE	<input type="checkbox"/> MASTHEAD/STATIONERY	<input type="checkbox"/> FORMS _____	Date _____
<input type="checkbox"/> NAME TENTS Total _____	<input type="checkbox"/> POSTER/CHART Total _____	<input type="checkbox"/> EXHIBITS (Specify Below)	<input type="checkbox"/> OTHER (Specify Below)	
<input type="checkbox"/> NAME TAGS Total _____	Size _____ X _____	<input type="checkbox"/> PHOTOGRAPHER (Notes: Date/Time/Location Below)	<input type="checkbox"/> PASSPORTS <input type="checkbox"/> B&W <input type="checkbox"/> COLOR <input type="checkbox"/> FILM PROCESS	GOVERNMENT ESTIMATE
		<input type="checkbox"/> PORTRAIT <input type="checkbox"/> PHOTOSTATS	<input type="checkbox"/> OTHER (Specify Below) PRINT SIZE _____ X _____	WINNING BID
				COST
				INITIAL/DATE
				CODE

PRINTING/COPYING

PUNCHING		TEXT		BINDING			
PAGES OF COPY	QUANTITY	NO. OF HOLES	SIZE OF HOLES	SPACING	INK	PAPER	<input type="checkbox"/> COLLATE* <input type="checkbox"/> TAPE*
					COVER <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		<input type="checkbox"/> STAPLE* <input type="checkbox"/> PADDING
PRINT	<input type="checkbox"/> ONE SIDE ONLY	TRIM SIZE	FOLD TO		INK	PAPER	<input type="checkbox"/> PERFECT BOUND <input type="checkbox"/> SADDLE STITCH
<input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT							<input type="checkbox"/> COMB BINDING* <input type="checkbox"/> SADDLE STITCH
							*Inhouse Binding Capability

DISTRIBUTION/MAILING

DIST. CONTROL NO.	<input type="checkbox"/> SINGLE MAILING <input type="checkbox"/> MULTIPLE MAILING <input type="checkbox"/> SINGLE/MULTIPLE MAILING	LABEL SOURCE <input type="checkbox"/> FURNISHED LABELS <input type="checkbox"/> CHESIRE <input type="checkbox"/> PRESSURE SENSITIVE <input type="checkbox"/> INK JET <input type="checkbox"/> DDS-MAILING LIST NO. _____ <input type="checkbox"/> OTHERS	POSTAGE CLASSIFICATION <input type="checkbox"/> PRIORITY <input type="checkbox"/> FIRST CLASS <input type="checkbox"/> SPECIAL FOURTH CLASS <input type="checkbox"/> BOOK RATE <input type="checkbox"/> OTHER _____
CONTRACTOR'S NAME			

SUPPLEMENTARY INSTRUCTIONS

Operation	Date Rec'd	Date Due	Date Completed
Copying			
Graphics			
Printing			
Distribution			
TOTAL COST OF DUPLICATING			
DOE Badge No.:			

INITIALS <input type="checkbox"/> THIS ITEM IS A SCIENTIFIC/TECHNICAL DOCUMENT APPROVED BY PA-1			LOGGED IN BY		
DOE REQUESTOR (Sign)		RECEIVED BY		DATE	
DOE REQUESTOR (Print)		ROUTING SYMBOL	ROOM NO.	PHONE NO.	ASSIGNED
					FY
					JOB CONTROL NO.

INSTRUCTIONS

Customer information The requestor, whose signature appears on the reverse side of this form, certifies that:

- He/she is an employee of the Department of Energy. (Contract Personnel do not have signatory authority).
- This project represents official Government Business necessary to carry out an official assignment.
- Work requested is not copyrighted, or if it is copyrighted, a release has been secured and is attached.
- The maximum lead time has been allowed to minimize cost and guarantee quality.

Any document which is classified as a public communication publication, as prescribed within DOE 1340.1B, must be accompanied by a completed and approved DOE F 1340.3, "Request for Public Communications Publication Approval."

Classified Material If this project involves classified data, a detailed transmittal of classified material must be submitted, before work can be accepted.

Classified material can only be submitted through authorized Branch personnel who hold security clearances.

Classified Material Returned to: *(Signature)*

Date: