AD-78
(Rev 7-81)

REQUEST FOR PRINTING AND BINDING

(REFER TO DEPARTMENT REQUISITION NUMBER WHEN INQUIRING ABOUT WORK)

FORWARD TO PRINTING CENTER, GPA

AGENCY	AGENCY NO.	APPROPRIATION CHARGEABLE	DATE

TITLE OF FORM OR PUBLICATION

☐ NEW ☐ MAJOR REVISION
☐ REPRINT ☐ SLIGHT REVISION

FORM OR SERIES NO

QUANTITY (UNITS OF FINISHED PRODUCT)

FINISHED PRODUCT (CHECK ONE)
☐ BOOKS OR PAMPHLETS ☐ BLANK FORMS ☐ SETS ☐ NCR ☐ CARBON INTERLEAVED ☐ PADS OR TABLETS ☐ OTHER (SPECIFY)

PAPER STOCK AND INK

	PAPER (GRADE, COLOR, WEIGHT)	INK (INDICATE PMS INK NUMBER)	ADDITIONAL INFO
TEXT			
COVER			ADDITIONAL INFO
OTHER (SPECIFY)			ADDITIONAL INFO

MATERIALS FURNISHED

(REPRINT COPY) | (CAMERA COPY) | (NEGATIVES) | (MANUSCRIPT) | (MAGNETIC TAPE) ☐ DIRECT DRIVE ☐ OTHER | STORE REPRODUCIBLES ☐ YEARS | PREVIOUS REQ (IF REPRINT)

ILUSTRATIONS: (LINE) | (HALFTONE) | (COMBINATION) | (4 COLOR PROCESS) | DUOTONES | MARGINS (After Trim) Picas/Inches picas | LEFT (BIND) | RIGHT (OUTSIDE) | TOP (HEAD) | BOTTOM (FOOT)

PRINT ONE SIDE ONLY | HEAD TO HEAD | HEAD TO FOOT | OTHER | COVER PRINTS 1 2 3 4 | EMBOSS | PERFORATE | SCORE | POSITION | NUMBER (Inclusive) TO | COLOR OF INK

PRINTING/BINDING SPECIFICATIONS

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) (Number) | PASTE ON FOLD | LOOSELEAF | PERFECT BIND | SEW | CASE BOUND (Material and Color) | STAMP TITLE (BINDERY) COVER SPINE GOLD IM GOLD INK (Color)

PADS/SETS (Gum) (Stitch) (Pos) (Sheets in Pad) (Sets in Pads) (Sheets in Sets) | DRILL/ PUNCH (Shape) (No. of holes) (DIAM) (Inches Center to Center) | (Pos.) | ROUND CORNERS (No.) (Position)

GATHER (EXPLAIN) | CARBON INTERLEAVE ☐ Blue ☐ Dual Purpose ☐ Black ☐ One- Time | INDEX (Cut) (Tab) (Bleed) | ☐ LIP DIVIDERS | ☐ TYPEWRITER SPACING ☐ FORMS MUST REGISTER

PROOFS AND DELIVERY

PROOFS ☑ YES ☐ NO | PROOF SETS (Galley) (Page) | AGENCY HOLD (Workdays) (Galley) (Pages) | PROOFS TO: (NAME AND ROOM NO.)

REQUESTED SHIP DATE | KRAFT WRAP | SHRINK FILM | BAND IN SETS | SUITABLE | OTHER PACKING (Specify) | QUANTITY IN PACKAGE | PACK IN CARTONS

DELIVER TO: | ☐ COMPLETE ADDRESS FURNISHED FOR INSIDE DELIVERY ☐ DO NOT SHIP U.S. POSTAL SERVICE (NO P.O. BOX NOS.)

* CERTIFICATIONS

☐ I CERTIFY THAT THIS REQUEST IS FOR ADMINISTRATIVE PRINTING WHICH IS INTENDED FOR DISTRIBUTION ONLY TO USDA PERSONNEL AND TO FORMAL COOPERATORS WHO NEED THE INFORMATION TO CARRY OUT OFFICIAL RESPONSIBILITIES WITH THE AGENCY.

SIGNATURE / DATE (ADMINISTRATIVE PUBLICATIONS CONTROL OFFICER)

☐ OVERTIME IS AUTHORIZED TO MEET DELIVERY SCHEDULE (FURNISH JUSTIFICATION)

SIGNATURE / DATE

☐ I CERTIFY THAT PUBLICATION OF THE MANUSCRIPT IN THE QUANTITY AND FORM REQUESTED IS ESSENTIAL TO THE OFFICIAL BUSINESS OF THE U.S. DEPT. OF AGRICULTURE AND THAT IT HAS SEEN PREPARED TO MEET EXACTING STANDARDS OF ECONOMY AND EFFECTIVENESS CONSISTANT WITH TITLE 3, USDA ADMINISTRATIVE REGULATIONS AND OMB BULLETIN NO. 81-16. IF A REPRINT, I CERTIFY TEXT, REFERENCES, AND ILLUSTRATIONS ARE UP TO DATE.

SIGNATURE / DATE (AGENCY PUBLICATIONS CONTROL OFFICER)

AGENCY CONTACT (NAME AND TELEPHON E NUMBER)

QUALITY LEVEL: ☐ I ☐ II ☐ III ☐ IV ☐ V
(CHECK APPROPRIATE BOX OR BOXES)

I CERTIFY THAT THE WORK IS AUTHORIZED BY LAW AND NECESSARY TO THE CONDUCT OF BUSINESS OF THE ABOVE MENTIONED AGENCY.

SIGNATURE / TITLE

GPA USE ONLY

DEPT. REQ. NO.
( )
JACKET NO.
PROGRAM NO.
P.O. NO.
PROOF DATE
ESTIMATE
SHIP DATE
☐ MUST DEL. ☐ GPO
☐ DSO ☐ REG. #

ADDITIONAL INSTRUCTIONS

EDITORIAL CLEARANCE (OK FOR PRINTING)

SIGNATURE / DATE

(SEE AD-78 INSTRUCTION BOOKLET)

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Clear Form