

INSTRUCTIONS FOR PREPARING STANDARD FORM 1 (PRINTING AND BINDING REQUISITION)

The following instructions are intended as a guide for completing the Printing and Binding Requisition, Standard Form 1. The paragraph numbers refer to the corresponding sections on the attached illustration. Fill in as much information as possible, or necessary for your printing order, the Printing Officer will complete the balance. Any items not having a corresponding number are items always completed by the Printing Officer.

1. **FROM (Department or Government Establishment):** Enter the name of the Government agency issuing the requisition. (Example: Peace Corps).

2. **FROM (Bureau or Office):** Enter the name of the office in the agency. (Example: communications).

3. **DATE:** Enter the date the requisition is prepared.

4. **APPROPRIATION CHARGEABLE/APPLICABLE LAW:** Fiscal coding can be placed here or at the bottom of the page.

5. **AUTHORIZED BY:** To be initialed by the person in the ordering office having authority to commit funds.

6. **TITLE:** Enter the title of the publication.

7. **FORM NUMBER:** If printing a form, insert the form number.

8. **QUANTITY:** Specify the quantity that you need.

9. **FINISHED PRODUCT:** Check the appropriate box for the product ordered.

10. **PAPER STOCK AND INK:**

TEXT: Specify the paper stock for text. Description must include weight, color, and type of paper. (Example: 50 lb. White Offset)

COLOR OF INK(S): Specify the ink color for the text. If other than black, the PMS (Pantone Matching System) number must be given along with the ink color. The Printing Officer has a PMS book to use in selecting the ink colors.

COVER: Specify the paper stock for cover. Description must include weight, color, and type of paper. (Example: 65 lb. White Vellum)

COLOR OF INK(S): Specify the ink color for the cover. If other than black, the PMS (Pantone Matching System) number must be given along with the ink color. The Printing Officer has a PMS book to use in selecting the ink colors.

11. FURNISHED: Specify the type and number of pieces of material that is being furnished to the contractor. If a disk is being furnished to the contractor, a disk information sheet must be completed. This form is available from the Printing Officer.

12. PREVIOUS JACKET/REQ. (if reprint): If the product has been printed through GPO before, insert the last jacket and requisition numbers. These numbers can be obtained from the Printing Officer if you do not have them.

13. MARGINS: If specific margins are required, indicate top and back (binding) margins desired.

14. FORMS MUST REGISTER: Check if accurate registration is required for multiple copy forms.

15. PRINT: Check whether you want printing on one side only, both sides head to head, head to foot, or other. If other, elaborate under "Additional Information."

16. COVER PRINTS: Specify which cover pages print by entering an "X" in the appropriate block(s). (Imagine a book: The front cover is cover 1, the inside front cover is cover 2, the inside back cover is cover 3, and the back cover is cover 4.)

17. EMBOSS: Check if embossing is required.

18. PERFORATE/SCORE: Indicate whether perforating and/or scoring will be required and their position.

19. NUMBER (INCLUSIVE): 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 no, specify the color of ink desired for numbering.

20. SIZE FLAT (Inches): For forms and other flat sheet printing, show dimensions in inches with horizontal printing dimension first.

21. **FOLD TO:** For folded forms, flyers, etc., give the folded dimensions of the sheet with the horizontal printing dimension first. When folding is desired, a sample or dummy should be submitted to show the exact folding requirements.
22. **SIZE TRIMMED PAGE:** For printed books and pamphlets. Give horizontal printing dimension first.
23. **PAGES:** Enter the number of pages in the finished product. This figure should include any blank pages.
24. **FOLDINS/INSERTS:** Indicate number of foldins or inserts (such as charts, maps, illustrations, etc.), not a part of the text, that are to be tipped or bound into the book.
25. **PAPER COVERS:** Applies to books and pamphlets. Indicate in appropriate box whether self-cover (i.e., the cover is of the same paper stock as the text) or separate cover (i.e., the cover is of a paper stock different from the text).
26. **WIRE STITCH:** Check method of stitching desired. Under wire stitch indicate side or saddle and the number of stitches required (1 through 3). Generally, publications through 96 pages can be saddle stitched; books and pamphlets over 96 pages are side stitched (up to 7/8" thickness).
27. **PASTE ON FOLD:** In many cases, pasting of small pamphlets is more economical than wire stitching. When pasting is acceptable it is suggested that an "X" be place in both items 25 (saddle) and 26 (paste) with the word "Or" inserted between. The most economical method will then be used.
28. **LOOSE-LEAF:** Check if a trim-four-sides loose-leaf product is desired.
29. **ADHESIVE BOUND:** Check if an adhesive (Perfect) binding is desired.
30. **SEW:** Check if sewing is desired. Sewing is more expensive than either wire stitching or adhesive binding.
31. **CASE BOUND:** Indicate whether case binding is required, as well as the kind and color of binding material. If case binding is to be stamped, indicate location and color.
32. **PAD/SETS:** 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.

33. **PUNCH/DRILL:** Indicate if punching or drilling is required and the shape of the punch, how many holes, their diameter, center-to-center distance between holes, and the distance from the center of the holes to the closest edge of the sheet.
34. **ROUND CORNERS:** If corners need to be rounded, specify number and position of round corners, such as "4 corner" or "upper right and left," etc.
35. **GATHER:** Specify order of gathering of sheets in a set, such as original, duplicate, triplicate, etc., or white, pink, yellow, etc.
36. **CARBON INTERLEAVE:** Indicate if carbon interleaves are required within pads or sets of a form.
37. **INDEX:** Indicate type of index, if any, is 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. "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.
38. **LIP DIVIDERS:** Also called tab dividers. Indicate the height of the lip (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 (1/4, 1/6, etc.). Under position (Pos.): If less than a full bank (one full 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.
39. **REQUESTED PROOF DATE:** When proofs are required, specify a proof date. Normally, ASAP is a good response. A proof schedule will be set up by the requested delivery date.
40. **PROOF SETS:** When proofs are required, indicate the number of sets and the type of proofs needed.
41. **DEPT. HOLD (Workdays):** When proofs are required, indicate the number of workdays that you will hold the proofs for review.
42. **PROOFS TO:** When proofs are required, have them delivered to Peace Corps, 1990 K St., NW, Attn: Printing Officer, D/C/P, (phone number), Washington, DC 20526.

43. REQUESTED DELIVERY DATE: Enter the date that you need the product delivered.

44. KRAFT WRAP, SHRINK FILM, BAND IN SETS, SUITABLE: Check the type of packaging desired. If Suitable is checked, packaging will be accomplished in accordance with commercial practices.

45. QUANTITY IN PACKAGE: If wrapping or banding, indicate the number of publications to be in a package.

46. DELIVER TO: Enter the complete address where the product should be delivered. If being delivered to headquarters, include a person's name, room number, and phone number. If the product is being delivered to the warehouse, give a headquarters address where you want the original copy and samples delivered.

47. ADDITIONAL INFORMATION: Indicate any special information, additional specifications, or instructions needed to amplify data in the items of the requisition. If the publications are being delivered to the warehouse, this space must contain a sentence stating "The cartons must be labeled with *The Title of the Publication*, the qty. per carton, and the *Inventory Number*. An inventory number must be obtained on an publication that will be delivered to the warehouse.

48. FISCAL CODING: Have your Budget Officer enter complete fiscal coding. Also, get a signature from whomever is authorized to sign the Print requests in your department.

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.
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FROM (Department of Government Establishment)	1	(Bureau of Office)	2	DATE	3
APPROPRIATION CHARGE/APPLICABLE LAW	4	BILLING ADDRESS CODE (BAC)		AUTHORIZED BY	5
TITLE	6	QUALITY LEVEL		FORM NO.	7
QUANTITY (Unit of finished products)	8	FINISHED PRODUCT (Check One)	9	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	10		
	OTHER (Specify)			

COMPOSITION	FURNISHED (Magnetic tape)	11	(Negatives)	(Camera Copy)	(Manuscript)	(Shoot printed copy)	PREVIOUS JACKET/REQ (If reprint)	12		
	TEXT TYPE (Point, Face, Leaded/Solid)	DISPLAY TYPE (Face)		MARGINS (After trim) Picas/Inches	Back/Left	Top	Other	FOL LIT.	FORMS MUST REGISTER	TYPYWRITER SPACING
	TYPE PAGE WITHD (Picas)	15	TYPE PAGE DEPTH (Include running head but not bottom folio)	ILLUSTRATIONS (Total)	PICK-UP FROM Jacket No.	RESTORE TO ORIGINAL JACKET	HOLD REPRODUCIBLES (Specify) (Negs., type, mag. tape)	14	Weeks	

PRESS AND BINDERY	PRINT ONE SIDE ONLY	HEAD TO HEAD	HEAD TO HEAD	OTHER	COVER PAGES	1	2	3	4	EMBOSS	RULING (Print or Bindery)	17	PERFORATE	SCORE	18	Position	NUMBER (Inclusive)	19	Color of Ink
	SIZE FLAT (inches) FORMS, SETS, PADS	20		FOLD TO (Inches)	21		SIZE TRIMMED PAGE (Inches) BOOK/PAMPLETS	22		PAGES	23	FOLDING/INSERTS	24	PAPER COVERS (Self)	25	(Separate)			
	WIRE STITCH (Side) (Saddle) (No.)	26	PASTE ON FOLD	27	LOOSELEAF	28	ADHESIVE BOUND	29	SEW	30	CASE BOUND	(Material and Color)	31	STAMP TITLE (Bindery) Cover	Spine	Gold	Im, Gold	Ink (color)	
	PAD/SET (Gum) (Stitch) (Pos)	32	(Streets in Pad)	(Set in Pad)	(Sheets in Set)	PUNCH DRILL (Shape)	33	(No. of holes)	(Diam.)	Inches Center to Center	(Pos)	ROUND CORNERS (No.) (Position)	34	38					
	GATHER (Explain)	35		40	CARBON INTERLEAVE	36	INDEX (Cut)	37	(Tab)	(Bleed)	LIP DIVIDERS (Height of Lip)	38	(Width of cut 1/8 etc.)	(Pos)					

PROOFS AND DELIVERY	REQUESTED PROOF DATE	39	PROOF SETS (Galley) (Page)	40	DEPT. HOLD (Workdays) (Galley) (Pages)	41	PROOFS TO	42				
	REQUESTED DELIVERY DATE	43	KRAFT WRAP	SHRINK FILM	BAND IN SETS	44	SUITABLE	OTHER PACKAGING (Specify)	QUANTITY IN PACKAGE	45	PACK IN CARTONS	B/L FURNISHED
	DELIVERY TO	46 Peace Corps, 1990 K st., NW, Room _____, Attn: _____, (202) 606- _____, Washngton, DC 20526										

ADDITIONAL INFORMATION

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Fiscal Coding

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 above-mentioned government establishment.

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

Printing Officer

(Authorizing Signature)

(Title)

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