

# COLLATION SEQUENCE RECORD

(EUSA REG 25-1)  
(SEE INSTRUCTIONS ON REVERSE)

JOB NUMBER

1. Submit one copy with printing requisition when ordering a publication.
2. List blank pages by inserting a slant mark ( / ) in appropriate boxes.
3. If separate cover is required (cover paper different from paper to be used on inside pages) describe at bottom of form. Otherwise, (for self-cover), start on "Sheet No. 1" line.

COLLATION PAGE	OF
TOTAL NO. OF SHEETS	
LESS NO. OF ONE-SIDED SHEETS	
EQUALS TWO-SIDED SHEETS	
MULTIPLIED BY	x2
SUB-TOTAL	
PLUS ONE-SIDED SHEETS	
EQUALS NO. OF PRINTED SIDES	

REMARKS:

SHT NO.	FRONT	BACK	SHT NO.	FRONT	BACK	SHT NO.	FRONT	BACK	SHT NO.	FRONT	BACK
1			25			49			73		
2			26			50			74		
3			27			51			75		
4			28			52			76		
5			29			53			77		
6			30			54			78		
7			31			55			79		
8			32			56			80		
9			33			57			81		
10			34			58			82		
11			35			59			83		
12			36			60			84		
13			37			61			85		
14			38			62			86		
15			39			63			87		
16			40			64			88		
17			41			65			89		
18			42			66			90		
19			43			67			91		
20			44			68			92		
21			45			69			93		
22			46			70			94		
23			47			71			95		
24			48			72			96		

**SEPARATE COVER SPECIFICATIONS**

FRONT COVER	FRONT	INSIDE FRONT	BACK COVER	INSIDE BACK	BACK	FINISHED SIZE ( <i>Width first</i> )	97				
								98			
	STOCK SPECIFICATION							99			
						GRADE (WEIGHT)	COLOR		100		

**EXAMPLES OF COMMON SITUATIONS ENCOUNTERED  
WHEN PREPARING "COLLATION SEQUENCE RECORD"**

**COMMON RULES**

1. "ODD-NUMBERED" PAGES SHOULD BE PLANNED TO PRINT ON THE FRONT SIDES OF THE SHEETS; "EVEN-NUMBERED" PAGES ON THE BACK SIDES.
2. GENERALLY, PUBLICATIONS SHOULD BE PLANNED FOR 4 PAGES, OR MULTIPLES OF 4, IT IS A MUST FOR SADDLE-STITCHED PUBLICATIONS (BOUND BY WIRE STITCHING THROUGH THE CENTER FOLD).

SHT NO.	FRONT	BACK	SHT NO.
1	i	ii	25
2	iii	/	26
3	1	2	27
4	3	4	28
5	FO22" 5	6	29
6	7	8	30
7	9	/	31
8	DIV. I	/	32
9	I - 1	I - 2	33
10	↓ 3	↓ 4	34
11	↓ 6	↓ 6	35
12	↓ 7	↓ 8	36
13	DIV. II	/	37
14	II - 1	II - 2	38
15	↓ 3	↓ 4	39
16	DIV. App A	/	40
17	App A - 1	App A - 2	41
18	↓ 3	↓ 4	42
19	↓ 5	↓ 6	43
20	↓ 7	↓ 8	44
21			45
22			46
23			47
24			48

INDICATES BLANK PAGE WHICH BACKS UP A PRINTED PAGE

LIST FOLDOUTS BY "FO" AND GIVE DESIRED SHEET LENGTH (NOT PRINTED IMAGE LENGTH).

IF DIVIDERS ARE REQUIRED INDICATE AS SHOWN

TO AVOID REPEATING "I" AND SIMILAR REPETITIVE PREFIXES LIST IN THIS MANNER.

EXAMPLE OF INSERTING BLANK PAGES IN A PUBLICATION TO ACHIEVE THE "MULTIPLE-OF-4 PAGES" GOAL. (SEE COMMON RULE NO. 2 ABOVE)

SELF COVER PRINTED ON FRONT AND INSIDE FRONT

SHT NO.	FRONT	BACK	SHT NO.
1	COVER	INTRO	25
2	1	2	26
3	3	4	27
4	5	6	28
5	7	8	29
6	9	10	30
7	/	/	31
8	/	BACK COVER CONFID.	32
9			33

BACK COVER BLANK ON INSIDE BACK AND PRINTED ON BACK WITH "CONFIDENTIAL" CLASSIFICATION.

**SEPARATE COVER SPECIFICATIONS**

FRONT COVER	FRONT	INSIDE FRONT	BACK COVER	INSIDE BACK	BACK	FINISHED SIZE ( <i>Width first</i> ) 8 x 10 1/2
	TITLE	/		/	/	
						GRADE (WEIGHT) INDEX 110 LB.      COLOR BLUE

SEPARATE COVER SPECIFICATIONS