

**Quotes Due By**

The ordering office will use this form to solicit quotes from vendors. This space may be used to notify the vendors when quotes are due back to the ordering agency.

**Department or Government Establishment**

Name of the department, government agency, or establishment originating the 4044.

**Requisition No.**

This number is assigned by the ordering agency on the SF-1 each fiscal year for the SPA. It is formatted with a single digit for the fiscal year and then a hyphen and five digits to follow (e.g., 9-00001). Enter the Requisition number for the current fiscal year used for this SPA. This is a required field.

**Jacket No.**

The Jacket number is assigned by GPO when the SF-1 is received for each fiscal year. A new Jacket number will be assigned at the beginning of the fiscal year upon receipt of the new SF-1. The Jacket number and the Requisition number must be from the same fiscal year. This is a required field.

**SPA No.**

Enter the SPA number of the agreement under which the product is being ordered. For a complete listing of SPA for DC and the regional offices go to <http://www.gpo.gov/customers/a&c.htm>. This is a required field.

**Work Order No.**

Enter the 5-digit Work Order number from the series assigned by GPO. Work Orders should be numbered consecutively. Do not repeat numbers, even if an order is cancelled. It is very important not to go outside of the block issued. This is a required field.

**Security Classification**

This is a required field.

- **Classified** – The document or material contains information that has been classified in accordance with applicable national security procedures. Reference: Presidential Executive Order 12958, dated April 17, 1995, and as subsequently amended or modified, in addition to any applicable directives issued by your agency. For any questions regarding whether or not your agency's material contains classified information, please consult with your agency's security officer.
- **SBU (Sensitive but Unclassified)** – Though not classified, the document or material to be printed is subject to special handling and distribution because it warrants/requires administrative control and protection from the public or other unauthorized disclosure for other reasons. For any questions regarding this, please consult with your agency's security officer.
- **PII** – Personally Identifiable Information (PII). The document or material is subject to special handling and distribution because it contains information that may lead to identity theft or other fraudulent use that could result in substantial harm, embarrassment, inconvenience, or unfairness to individuals. For

any questions regarding this, please consult with your agency's privacy officer.

**Publication Title**

Enter the full title of the product. It is recommended to not use generalized descriptions.

**Date Prepared**

Enter the date on which the 4044 is prepared for GPO and the contractor.

**Object Class**

Enter the object class code assigned by GPO. Call the regional office or Team 1 at the central office for more information (<http://www.gpo.gov/customers/ast.htm>).

**Contractor**

Enter the name of the contractor who was awarded this contract.

**Purchase Order No.**

Enter the Purchase Order number assigned by GPO at time of certification. Updated information can be obtained from the GPO office that administers the SPA in use (<http://www.gpo.gov/customers/ast.htm>). The Purchase Order number will stay the same. This is a required field.

**State Code**

Enter the contractor's 3-digit State Code assigned by GPO. Updated information can be obtained from the GPO office that administers the SPA in use (<http://www.gpo.gov/customers/ast.htm>). This is a required field.

**Contractor's Code**

Enter the 5-digit Contractor's Code assigned by GPO. Updated information can be obtained from the GPO office that administers the SPA in use (<http://www.gpo.gov/customers/ast.htm>). This is a required field.

**Ship/Delivery Date**

This is the date that the product needs to be delivered at its destination. If the product is being mailed, this is the date that the contractor must place the product in the mail stream. The production schedule is one of the most important price factors in printing. In order to get a reasonable price it is suggested the schedule be no less than two weeks.

**Billing Address Code (BAC)**

A unique identifier assigned by the GPO. The BAC identifies the particular agency and is assigned to a single ALC. The BAC also provides information regarding the method of payment (IPAC, Check, Credit Card or Deposit Account). Enter the 6-digit BAC that was indicated on the Requisition. This is a required field.

**Agency Location Code (ALC)**

Enter the 8-digit ALC for sending payments through the U.S. Treasury's Intergovernmental Payment and Collections (IPAC) system. The number is an identifier assigned by Treasury for reporting purposes. The first 2 digits of the 8-digit ALC identify the department or agency, the third and fourth digits identify the particular bureau within the department, and the remaining 4 digits identify the particular agency account section within that bureau.

**Appropriation Chargeable**

Funding reference information. If required by the ordering agency, enter the appropriation symbol number, expenditure account, allotment, object

classification, bureau control number, etc. and/or state whether publication is required by specific provision of law, authorized by OMB, etc.

**Pay by Purchase Card**

Indicate if the job will be funded by a purchase card instead of IPAC billing or Deposit Account.

**Purchase Card Number**

Enter 16-digit purchase card number if paying by purchase card. This number is not to appear on the copy submitted to the contractor, only GPO's copy. The 4044 may be submitted without the purchase card number; however, indicate "Call for Purchase Card No." in the block. If the purchase card number is not furnished, complete the remaining purchase card fields so that GPO may call to get the purchase card number. The order will not be processed until the obligating funds are identified.

**Expiration Date**

Enter 4 digit (mm/yy) expiration date if paying by purchase card. Ensure the card will be valid on the requested delivery date.

**Name as it Appears on Purchase Card**

Enter cardholder's name if paying by purchase card.

**Phone No. of Cardholder**

Enter cardholder's phone number if paying by purchase card.

**Email of Purchase Cardholder**

Enter cardholder's email address if paying by purchase card.

**Treasury Account Symbol (TAS)**

The TAS is an identification code assigned by Treasury, in collaboration with OMB and the owner agency, to an individual appropriation, receipt, or other fund account. More information can be found here – [http://fms.treas.gov/gwa/factsheet\\_tas.html](http://fms.treas.gov/gwa/factsheet_tas.html).

**Line of Accounting (LOA)/Document Reference Number**

Some agencies require a valid LOA on the invoice in order to reconcile their bills from GPO. If provided, the LOA will appear as an IPAC field on the billing statement (Form 400). The LOA is an identification code assigned by the agency doing business with the GPO. For a list of agencies that require an LOA, see <http://www.gpo.gov/customers/sf1.htm>.

**Proofs**

For each type of proofs, indicate how many sets are required. GPO recommends at least two, one set for the agency to keep and one for the contractor.

- **Content proofs** – Content proofs show color breaks, position, and construction of the publication. They cannot be used for color match on press, are not on actual production stock, and are low resolution. In some cases, Dylux or "blue-line" proofs are acceptable content proofs.

- **Inkjet proofs** – Inkjet proofs can be used for close (not exact) color match. They are not on actual production stock and do not show construction. Inkjet proofs are lower resolution than final printing, so printed matter may not appear as sharp as the final product.

- **High resolution proofs** – High resolution proofs can be used for exact color match on press and do not show construction of the publication. High resolution proofs can NOT show an exact color match of Pantone colors. GPO will allow contractors to substitute Pantone colors with a similar color (except process yellow) on the proofs, but the quality standard to which the contractors will be held is the Pantone Matching System. A cost-effective option is to request high resolution proofs of certain pages instead of an entire publication.
- **Prior-to-production samples** – Samples must be constructed as specified in the contract using paper, ink, equipment, and the methods of production which will be used in producing the finished product.
- **Electronic soft proofs** – A soft proof is a preview of the printed output on screen rather than on paper. This type should primarily be used for content and positioning, not for color. If critical color and high quality are a concern, a high resolution or inkjet proof should be ordered.

#### Days Dept. Will Hold Proofs

This space must be filled in whenever proofs are required. Indicate the number of days the agency needs to keep the proofs for review before returning them to the printer. If proofs are held for a longer period than originally agreed by the originating bureau or office, delivery will be delayed, usually for considerably more than the additional time that proofs are held.

#### Quality Level

Enter the quality level requested under the terms of the "Quality Assurance Through Attributes Program" (QATAP). The primary responsibility for assigning levels rests with the ordering agency; if none is requested, however, the quality level will default to a IV.

- **I** – Best quality, highest quality, tightest tolerances. Use when color fidelity is critical (diagnostic medical illustrations, meatpacking pictures, etc.) or when quality is especially important to the audience.
- **II** – Better quality, prestige quality, library quality. Use when close fidelity to furnished reproductions, high quality materials, reproductions, production methods and workmanship is required.
- **III** – Good quality, above average quality. Use for precise information without fidelity to minute detail, above average quality materials, reproductions, production methods and workmanship.
- **IV** – Basic quality, informational quality, utility quality. Use for average fidelity and resolution to original copy or film and average quality materials, reproductions, production methods, and workmanship. Level IV work would include high-quality xerographic copying orders.
- **V** – Functional quality, lowest usable quality, greatest tolerances. Use for adequate quality with no information loss of readable copy.

- **For more information, see** – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

#### Quantity

Number of units of finished product as identified by the "Finished Product" selected (e.g., 5 pads, 50 books, etc.). A unit is the completely assembled product, such as a pad, kit, book or pamphlet. For instance, do not give the total number of items comprising a set, but only the number of sets. Quantities for the individual items should be listed under "Additional Information" or on a separate instruction sheet.

#### Furnished Electronic Media

Indicate what items will be furnished in order to produce the job. If electronic media is furnished, Form 952 is required. <http://www.gpo.gov/pdfs/customers/sfas/952.pdf>.

#### Other Gov't Furnished Materials (GFM)

Indicate what GFM is being furnished other than Electronic Media (e.g., camera ready copy, films, photos, distribution lists, dies, etc.).

#### Press Sheet Inspection

If a Press Sheet Inspection (PSI) is to be performed at the contractor's plant, indicate how much advance notice is needed to attend the PSI. If the agency would like a GPO representative to be present at the PSI, indicate that in "Additional Information".

#### Trim Size

Enter finished trim size of the product. For printed books and pamphlets give printing dimension in inches first when the book/pamphlet is closed. Give horizontal printing dimension first.

#### Cover Paper

Enter the type or grade, JCP code, color, and weight of paper to be used for cover. Paper selections must be made from the listing approved by the Joint Committee on Printing (see <http://www.gpo.gov/vendors/vol11.htm> for more information). For further assistance in making paper selections contact Quality Control for Procured Printing at <http://www.gpo.gov/customers/quality/htm>.

#### Cover Inks

Enter color of ink to be used on cover (e.g. black, 4/c process [full color], or Pantone number). Do not simply state "blue" or "red"; when possible, give commercial manufacturer's numbers to be matched (i.e., PMS 185). For further assistance in making ink selections contact Quality Control for Procured Printing at <http://www.gpo.gov/customers/quality/htm>.

#### Cover Coating Type

If applicable, enter type of coating to be used on cover after printing (gloss, dull, or satin; varnish, aqueous, or UV (ultraviolet) coating, etc.).

#### Paper Covers (Self)

Indicate "Self" if the cover of the document is printed on the same paper as the text pages. Paper selections must be made from the listing approved by the Joint Committee on Printing (see <http://www.gpo.gov/vendors/vol11.htm> for more information). For further assistance in making paper selections contact Quality Control for Procured Printing at <http://www.gpo.gov/customers/quality/htm>.

#### Paper Covers (Separate)

Indicate "Separate" if the cover of the document is printed on a different paper than the text pages.

#### Indicate Which Covers Print

- **Cover 1** - Indicates the outside front cover page is printed.
- **Cover 2** - Indicates the inside front cover page is printed.
- **Cover 3** - Indicates the inside back cover page is printed.
- **Cover 4** - Indicates the outside back cover page is printed.

#### Text Paper

Enter type or grade, JCP code, color, and weight of paper to be used for text pages, which are the internal pages of a book or pamphlet.

#### Text Inks

Enter color of ink to be used on text pages, which are the internal pages of a book or pamphlet (e.g., black, 4/c process [full color], or Pantone number). Do not simply state "blue" or "red"; when possible, give commercial manufacturer's numbers to be matched (i.e., PMS 185). For further assistance in making ink selections contact Quality Control for Procured Printing at <http://www.gpo.gov/customers/sf1.htm>.

#### Text Coating Type

If applicable, enter type of coating to be used on text pages, which are the internal pages of a book or pamphlet, after printing, (gloss, dull, or satin; varnish, aqueous, or UV (ultraviolet) coating, etc.).

#### Number of Text Pages

Enter the number of text pages (including blank pages, but not including separate cover pages). One leaf of paper is two pages. This number should always be an even number. Page counts for saddle-stitched products must be divisible by four.

#### Print

Indicate how the text prints on the page.

- **One side only** – Images should be positioned on one side of the page.
- **Head-to-head** – The top of the image on the front of the sheet is aligned with the top of the image on the back of the sheet.
- **Head-to-foot** – The top of the image on the front of the sheet is aligned with the bottom of the image on the back of the sheet.

#### Stitch

Indicate which type of stitching is required.

- **ULC** – Staple in the upper left hand corner (ULC).
- **Side Stitch** – Books and pamphlets of over 96 pages and up to approximately 7/8" in thickness are side stitched.
- **Saddle Stitch** – Generally, publications through 96 pages are saddle stitched. Saddle stitched publications must have a page count that is divisible by 4.



**Binding**

Indicate which type of binding is required.

- **Comb** – Plastic comb bindings use a 9/16" pitch rectangular hole pattern punched near the bound edge. A curled plastic "comb" is fed through the slits to hold the sheets together. Comb binding allows a book to be disassembled and reassembled by hand without damage.
- **Coil** – Also known as spiral binding. It can use plastic or metal coil. Documents bound by spiral coil lay flat and can rotate 360 degrees. It is made by punching holes along the entire length of the spine of the page and winding a wire through the holes to provide a fully flexible hinge at the spine.
- **Perfect Bound** – Perfect binding is also known as adhesive binding and is typically used for books over 7/8" thickness (or 96 pages).
- **Sew** – This is a higher cost alternative to wire stitching or perfect binding. Sewn books are of the highest quality because the pages are sewn AND glued to the binding surface, the spine of the book. Case bound books can also be sewn.
- **Tape** – Thermal tape is a cloth tape that is applied to the spine of the book. It offers a neat appearance and provides excellent durability.
- **Trim 4 sides** – Trimmed four sides and not bound. Often intended for insertion into a 3-ring binder.
- **Other** – If binding specified by the contractor is not one of the options provided on the form, indicate what it is in this space.

**Additional Information**

Indicate any special information or instructions needed to supplement data for the order. Do not use this space for information for which ample room is provided elsewhere on the Work Order. If additional instructions are carried on a separate sheet, check the "Supplemental Information Attached" box.

**Supplemental Information Attached**

Indicate if additional pages have been attached to the 4044 (e.g. distribution list, instructions, etc). The form has been formatted to include a supplemental page for additional information if this box is checked. The required numeric identifiers will automatically populate the second page.

**Deliver Product To**

Enter complete shipping address (including agency, address, and ZIP code), contact name and phone number, and any special delivery instructions (such as "inside delivery required"). The destination must contain a street address as many couriers and shipping agents will not deliver to a P.O. Box. If there is not enough room for all of the destinations and a supplemental distribution list, or disk, is provided, mark the checkbox for "Distribution List Attached".

**Return Furnished Material To**

Enter the complete address to which furnished materials should be returned.

**Digital Deliverables Requested**

Format Native – If the contractor makes electronic changes to the GFM, it is recommended that the agency request a set of corrected electronic files. If the end user is planning on making any edits after it has been saved, the native application is the preferred method. If a document is created in a certain program, it is saved in the proprietary format and only that program can recognize. The native format will ensure that all the data created is stored with the program.

**Digital Deliverables Requested**

Format PDF – If the contractor makes electronic changes to the GFM, it is recommended that the agency request a set of corrected electronic files. Portable Document Format (PDF) compresses all graphics, fonts, and text into a single file. It is not easily editable.

**Supt. Docs. Notified**

Always notify Superintendent of Documents (SuDocs) unless material in question is strictly for internal use or would be of no interest to the general public. Copies ordered by SuDocs are at no additional cost to the agency. Failure to notify SuDocs could result in additional costs to the agency should they need to go back to press.

**Supt. Docs. Quantity Ordered**

Indicate the number of rider copies that SuDocs has requested for this publication.

**Supt. Docs. Delivery Address**

Indicate the delivery address that will be furnished by SuDocs when they order rider copies.

**Contractor Total Quote**

Enter the contractor's price at time of award for the complete job (including SuDocs rider copies if ordered). DO NOT include GPO's surcharge or handling fee to this price.

**Supt. Docs. Cost**

The Contractor is to break out the total cost for SuDocs copies only. Makeready costs should not be included in this price.

**Additional Rate**

Contractor is to give an additional rate should additional copies be required prior to, but before the end of, the press run.

**For Additional Information Contact**

Insert the name of the person who is to be contacted for additional information regarding this job.

**Email**

Insert the email address of the person who is to be contacted for additional information.

**Phone No.**

Insert the telephone number of the person who is to be contacted for additional information.

**Fax No.**

Insert the fax number of the person who is to be contacted for additional information.

**Authorizing Signature**

The Work Order must be signed by a person who has been authorized to procure and obligate funds for the agency. Agency authorization must be on file at GPO. At this time, GPO does not accept digital signatures. Without a valid signature, GPO cannot process the order.

**Title**

Enter title of person whose signature is authorizing the Work Order.

**Date Sent to Contractor**

Enter the date the order was sent to the contractor (or made available for pickup).

**Order Received By: (Agency Representative)**

This form may be used as the contractor's delivery receipt. The person receiving the order for the agency will sign their name in this block.

**Date Order Received**

Person receiving the order for the agency is to enter the date the job was received.

**Contractor Signature**

This form may also be used as an invoice for the contractor. The contractor will sign their name in this block upon submission to GPO Financial Management for payment.

**Date**

Contractor will indicate the date they signed the invoice.