

INSTRUCTIONS FOR PREPARING GPO FORM 2511 (PRINT ORDER)

The following instructions are intended as a guide for completing GPO Form 2511, the Print Order. 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 those items completed by the Printing Officer.

1. **DEPARTMENT:** Enter the name of the Government agency and the department issuing the print order. (Example: Peace Corps/comm).
2. **DATE:** Insert the date the print order is prepared.
3. **ESTIMATED COST:** Enter the estimated cost of the order. This can come from the Printing Officer or the actual cost of the previous printing order.
4. **SHIP/DELIVERY DATE:** Enter the date that you need the product delivered.
5. **TITLE:** Enter the title of the publication.
6. **PROOFS:** When proofs are required, enter the number of sets and the type of proofs needed. Also enter the number of workdays that you will hold the proofs for review.
7. **QUANTITY:** Specify the quantity that you need.
8. **TRIM SIZE:** Specify the size of the finished product. Enter the horizontal printing dimension first.
9. **MATERIAL FURNISHED TO CONTRACTOR:** Specify the type and number of pieces of material that is being furnished to the contractor. Note: this can be left blank and the Printing Officer will complete.
10. **TEXT STOCK:** Specify the paper stock for text. Description must include weight, color, and type of paper. (Example: 50 lb. White Offset)
11. **COVER STOCK:** Specify the paper stock for cover. Description must include weight, color, and type of paper. (Example: 65 lb. White Vellum)
12. **FOUR COLOR PROCESS PRINTING:** Specify covers and/or the number of text pages printing in four-color process. For covers, enter an "X" in the appropriate block(s).
13. **COLOR OF INK:** Specify the color of inks required for the cover and 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 ink book to use in selecting the ink colors.

14. **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.) Put an "X" in those blocks for which you have camera-ready copy.

15. **NUMBER OF TEXT PAGES:** Specify the number of text pages (including blanks). Do not include separate cover pages.

16. **FORMS:** Check face only if the product prints only on one side of the paper. Check face & back if the product prints on both sides of the sheet of paper.

17. **BINDING:** Specify the binding style required by entering an "X" in the appropriate space or spaces. NOTE: 1 ULC means one stitch (staple) in the upper left corner; and Side can be 1 or 2 stitches (staples) on the left edge of the book, specify 1 or 2 in the block. In the Band units of and Shrink Film Wrap units of sections, put the number of products you want banded or wrapped together.

18. **BINDING (part 2):** If product drills, specify the number of holes, their diameter, center-to-center distance between holes, and distance from the center of the holes to the closest edge of the sheet. If the product pads, indicate the number of sheets per pad. If a certain number of products are required to be packed in a shipping container, indicate the quantity per container.

19. **DISTRIBUTION:** 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.

20. **FISCAL CODING & SIGNATURES:** Have your Budget Officer enter complete fiscal coding and get a signature from whomever is authorized to sign the Print Orders in your department.

PRINT ORDER You authorized to m-manufacture and ship the following described product In accordance in- with the purchase order and specifications indicated.

DEPARTMENT 1		REQ. NO.		DATE 2		PURCHASE ORDER NO.		PRINT ORDER NO.			
CONTRACTOR				JACKET NO.		ESTIMATE COST 3		SHIP/DATE 4			
TITLE 5				OBJECT CLASS		STATE CODE		CONTR'S CODE			
PROOFS	SETS	DATE DUE TO GOV'T	DAYS GOV'T WILL HOLD	RETURN DATE TO CONTR.	APPROXIMATION CHANGEABLE		BILLING ADDRESS CODE (BAC)		QUANTITY 7		
Galley											
Page	6				COMPOSITION		QUALITY LEVEL		TRIM SIZE 8		
Blues					Phototype Cold Type Hot Metal						
MATERIALS FURNISHED TO CONTRACTOR											
Manuscript		Halftones		Line Illus. 9		Camera Ready		Negatives			
								Binders			
								Other			
TEXT STOCK 10			COVER STOCK 11			NO. OF TEXT PAGES (Including Blanks) 15		FOLD-IN-STOCK			
FOUR COLOR PROCESS PRINTG.				COLOR OF INK		COVER PRINTS		FORMS		STRIP-INS	NEGATIVES
Cover 1 2 3 4 Text				Cover 13 Text		1 2 3 4 14		Face Only 16		Face & Black	
12 1 ULC		Sew		Bands units of							
Saddle		Trim 4 Sides		Shrink Film Wrap units of							
Side		Perf. on Fold		Other							
17 Perfect		Adhesive Strip									
DRILL _____ round holes _____ "in diameter on 18 side _____ inches Center of holes _____ inches from _____ edge of sheet Pads of _____ sheet/sets each. Pads on the _____ " side. Chipboard required Pack _____ per shipping container <input type="checkbox"/> Pallets required.											

DISTRIBUTION / RETURE ORIG. AND/OR NEGS. TO:

RETURN NEGS TO GPO FOR STORAGE NO YES

Peace Corps **19**
1990 K Street,
N.W.
Room
Attn:
(202) 606-
Washington,
DC 20526

FISCAL CODING **20**

Department Authority (Signature and Title) _____ Purchase Obligation _____ DATE SENT TO CONTRACTOR _____

CONTRACTOR TO COMPLETE BOTTOM PORTION AND MAIL ENTIRE FORM TO: COMPTROLLER-FME, FINANCIAL MANAGEMENT SERVICE, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON D.C. 20401

Contractor _____ Date Prepared _____
 Invoice No. _____
 Date of Delivery/Shippment _____ Discount Terms _____

ARTICLE OR SERVICES	QUANTITY	UNIT PRICE COST	PER	AMOUNT
IF ADDITIONAL SPACE IS REQUIRED, USE STD, FORM 1034, 1035, OR ATTACH YOUR INVOICE				

I CERTIFY THAT THE MATERIAL, GOODS, OR SERVICES HAVE BEEN DELIVERED/SHIPPED ON THE INDICATED ABOVE AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED.

The penalty for making false statements of the Government is prescribed in 18 USC 1001.

(Signature of person authorized to sign)

PART 1 - CONTRACTOR