



Print Order Form 2511

You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated.

* Required Fields

DEPARTMENT OR GOVERNMENT ESTABLISHMENT		REQ. NO. *	JACKET NO. *	PROGRAM NO. *	PRINT ORDER NO. *
PUBLICATION TITLE			DATE PREPARED	ESTIMATE (For GPO Use Only)	OBJECT CLASS
CONTRACTOR		PURCHASE ORDER NO. *	STATE CODE *	CONTRACTOR'S CODE *	SHIP/DELIVERY DATE *

NOT FOR CONTRACTOR	BILLING ADDRESS CODE (BAC) *	AGENCY LOCATION CODE (ALC)	APPROPRIATION CHARGEABLE/OBLIGATION NO.		
	Pay by <input type="checkbox"/> Purchase Card	PURCHASE CARD NO. (Info to Appear on GPO Copy Only)	EXP. DATE	NAME AS IT APPEARS ON PURCHASE CARD	
	PHONE NO. OF CARDHOLDER		EMAIL OF PURCHASE CARDHOLDER		TREASURY ACCT. SYMBOL (TAS)
	LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)				

SPECIFICATIONS	PROOFS <input type="checkbox"/> Content (QTY) <input type="checkbox"/> Inkjet (QTY) <input type="checkbox"/> High Resolution (QTY) <input type="checkbox"/> Prior to Production Samples (QTY) <input type="checkbox"/> Electronic Soft Proof			DAYS DEPT. WILL HOLD PROOFS	QUALITY LEVEL	QUANTITY (unit of finished product)
	FURNISHED ELECTRONIC MEDIA <input type="checkbox"/> Files to be sent via FTP or Email <input type="checkbox"/> CD/DVD (QTY)		OTHER GOVT. FURNISHED MATERIALS		PRESS SHEET INSPECTION <input type="checkbox"/> No. of Hours Notice	TRIM SIZE X
	COVER PAPER	COLOR OF COVER INKS	COVER COATING TYPE	PAPER COVERS (Self) <input type="checkbox"/> (Separate) <input type="checkbox"/>	INDICATE WHICH COVERS PRINT 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
	TEXT PAPER	COLOR OF TEXT INKS	TEXT COATING TYPE	NUMBER OF TEXT PAGES	PRINT <input type="checkbox"/> One Side Only <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot	
	FOLD-IN PAPER	COLOR OF FOLD-IN INKS	NO. OF FOLD-INS		SIZE OF FOLD-INS X	
	STITCH <input type="checkbox"/> ULC <input type="checkbox"/> SIDE <input type="checkbox"/> SADDLE	BINDING <input type="checkbox"/> COMB <input type="checkbox"/> COIL <input type="checkbox"/> PERFECT BOUND <input type="checkbox"/> SEW <input type="checkbox"/> TAPE <input type="checkbox"/> TRIM 4 SIDES <input type="checkbox"/> OTHER <input type="checkbox"/> PERFORATE <input type="checkbox"/> SCORE				
	PAD/SETS (Position) (Sheets in Pad) (Sets in Pad) (Sheets in Set) (Chipboard Required) <input type="checkbox"/>			DRILL _____ ROUND HOLES _____ INCHES IN DIAM. ON _____ SIDE _____ IN. CTR TO CTR.		
	BAND UNITS OF _____ SHRINK WRAP UNITS OF _____	<input type="checkbox"/> PACK SUITABLE OR <input type="checkbox"/> QTY PER CONTAINER	<input type="checkbox"/> PALLETS REQUIRED	CENTER OF HOLES _____ INCHES FROM _____ EDGE OF SHEET		

ADDITIONAL INFORMATION	<input type="checkbox"/> Supplemental Information Attached				

DELIVERY	DELIVER PRODUCT TO: <input type="checkbox"/> Distribution List Attached	RETURN FURNISHED MATERIALS TO: Digital Deliverables Requested - Format: <input type="checkbox"/> Native <input type="checkbox"/> PDF
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ADDITIONAL SHIPPING INSTRUCTIONS FOR GPO COPIES		US Government Printing Office, Documents Warehouse 8660 Cherry Lane, Laurel, MD 20707
(Use this address to send one copy) US Government Printing Office Federal Depository Library Program Mail Stop: FDLP 44 H St., NW, Loading Dock Washington, DC 20401 Item No. _____	(QTY) Library of Congress US/Anglo Division U.S. Government Documents Section 101 Independence Ave., SE Washington, DC 20540-4274 Marked: Depository File Copies	Marked for "Sales" Req. No. _____ (QTY) Marked for "Subscription Stock" Req. No. _____ (QTY) <input type="checkbox"/> Individual Printed Mailing Containers are Required
(Use this address to send entire shipment) US Government Printing Office Federal Depository Library Program (FDLP) Document Warehouse 8660 Cherry Lane Laurel, MD 20707-4986 Item No. _____	(QTY) US Government Printing Office International Exchange Service (IES) Document Warehouse 8660 Cherry Lane Laurel, MD 20707-4986	Stock No. _____ Sub. ID No. _____ ISBN No. _____ (Shipping labels for "Sales" or "Subscription" copies must contain Stock No., Sub. ID No. and ISBN No. as indicated.)

FOR ADDITIONAL INFORMATION CONTACT:	EMAIL	PHONE NO.
AUTHORIZING SIGNATURE (must be on file with GPO)	TITLE	DATE SENT TO CONTRACTOR



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ADDITIONAL INFORMATION				