

SF 1 PRINTING AND BINDING REQUISITION

To the PUBLIC PRINTER Please furnish the following:

JACKET NO. (Assigned at GPO)	<input type="checkbox"/> Red	REQUISITION NO.
	<input type="checkbox"/> Black	

FROM (Department or Government Establishment)	(Bureau or Office)	DATE
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APPROPRIATION CHARGEABLE/APPLICABLE LAW	BILLING ADDRESS CODE (BAC)	AUTHORIZED BY
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TITLE	QUALITY LEVEL	FORM NO.
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QUANTITY (Units of finished products)	FINISHED PRODUCT (Check One) <input type="checkbox"/> Books or Pamphlets <input type="checkbox"/> Blank Forms (Sheets) <input type="checkbox"/> Sets <input type="checkbox"/> Pads or Tablets <input type="checkbox"/> Other (Specify)	CLASSIFICATION
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THIS ORDER RIDES (Department)	(Requisition No.)	(Jacket No.)	STRAP WITH REQUISITION NO.
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PAPER STOCK AND INK	Text	FIRST CHOICE (Grade, color, and basis weight)	SECOND CHOICE (If any)	COLOR(S) OF INK
	Cover			
	OTHER (Specify)			

COMPOSITION	FURNISHED (Magnetic tape)	(Negatives)	(Camera Copy)	(Manuscript)	(Shoot printed copy)	PREVIOUS JACKET/REQ. (If reprint)
	<input type="checkbox"/> Direct Drive <input type="checkbox"/> Other					
	TEXT TYPE (Point, Face, Leaded/Solid)	DISPLAY TYPE (Face)	MARGINS (After trim) Picas/inches	Back/Left	Top	Other

PRESS AND BINDERY	TYPE PAGE WIDTH (Picas)	No. of Cols	Col. Width	TYPE PAGE DEPTH (Include running head but not bottom folio)	ILLUSTRATIONS (Total)	PICK UP FROM: Jacket No.	Req. No.	RESTORE TO ORIGINAL JACKET	HOLD REPRODUCIBLES (Specify) (Negs., type, man tane)	Weeks			
	PRINT ONE SIDE ONLY	HEAD TO HEAD	HEAD TO FOOT	OTHER	COVER PRINTS 1 2 3 4	EMBOSS	RULIN G (Print or)	PERFORATE	SCORE	Position	NUMBER (Inclusive) TO	Color of ink	
	SIZE FLAT (Inches) FORMS, SETS, PADS	X	FOLD TO (Inches)	X	SIZE TRIMMED PAGE (Inches) BOOKS/PAMPHLETS	X	PAGES	FOLDINS/INSERTS	PAPER COVERS (Self) (Separate)				
	WIRE STITCH (Side) (Saddle) (No.)	PASTE ON FOLD	LOOSE- I FAF	ADHESIVE ROLLIND	SEW	CASE ROLLIND	(Material and Color)	STAMP TITLE (Bindery) Cover Spine	Gold	Im. Gold	Ink (color)		
	PAD/SETS (Gum) (Stitch) (Pos.)	(Sheets in Pad)	(Sets in Pad)	(Sheets in Set)	PUNCH/ DRILL (Shape)	(No. of holes)	(Diam.)	(Inches Center to Center)	(Pos.)	ROUND CORNERS (No.)	(Position)		

PROOFS AND DELIVERY	GATHER (Explain)	CARBON INTERLEAVE	INDEX (Cut) (Tab) (Bleed)	LIP DIVIDERS (Height of Lip)	(Width of cut 1/5 etc.) (Pos.)			
	REQUESTED PROOF DATE	PROOF SETS (Galley) (Page)	DEPT. HOLD (Workdays) (Galley) (Pages)	PROOFS TO				
	REQUESTED DELIVERY DATE	KRAFT WRAP	SHRINK FILM	BAND IN SETS	SUITABLE	OTHER PACKAGING (Specify)	QUANTITY IN PACKAGE	PACK IN CARTONS

DELIVER TO

ADDITIONAL INFORMATION