

# SPECIFICATIONS FOR marginally PUNCHED CONTINUOUS FORMS

Department \_\_\_\_\_  
 Title \_\_\_\_\_

Req. No. \_\_\_\_\_  
 Form No. \_\_\_\_\_

<b>GPO Jacket Number</b>
------------------------------

**GPO WILL FURNISH** f.o.b. contractor's plant:  
 Reproduction proof of shipping container label plus  
 Manuscript copy     Camera copy     Reprint copy

**CONTRACTOR WILL FURNISH** all services and materials required to comply with these specifications. The contractor will set all type necessary.

**Description of copy** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Equipment and Usage:**  
 Printer \_\_\_\_\_  
 \_\_\_\_\_  
 Burster \_\_\_\_\_  
 Decollator \_\_\_\_\_  
 Other \_\_\_\_\_

**QUANTITY** \_\_\_\_\_ sets ±    **SIZE (overall):** Width \_\_\_\_\_ inches; Depth \_\_\_\_\_ inches  
**PAPER, DESCRIPTION, COLOR OF INK, etc.**    **CLEAR, SHARP PRINTING REQUIRED**

PART NO.	PAPER—TO BE FURNISHED BY CONTRACTOR—BASIS 500 SHEETS 17 x 22"			TYPE OF CHANGE		COLOR OF INK			PRINTS HEAD TO
	COLOR	KIND	SUB. NO. (LATITUDE)	FACE	BACK	FACE	BACK	OVERPRINT	
(1)									
(2)									
(3)									
(4)									
(5)									
(6)									
(7)									
(8)									
(9)									
(10)									

**MARGINS—FACE:** Head \_\_\_\_\_"; Foot \_\_\_\_\_"; Left \_\_\_\_\_"; Right \_\_\_\_\_"  
**—BACK:** Head \_\_\_\_\_"; Foot \_\_\_\_\_"; Left \_\_\_\_\_"; Right \_\_\_\_\_"

**JOINING**—Join sets in the \_\_\_\_\_ margin(s) by  
 Crimp     Firm glue     Wire stitch  
 Fugitive glue     Flexible stub     None required.  
 Explain \_\_\_\_\_

**FILE PUNCHING**     Parts only     Parts and carbons  

Number	Round	Diam.	Inches C. to C.	Location—To Center of Hole

 Center holes in \_\_\_\_\_ dimension(s)

**INTERLEAVING CARBONS**— Black     Blue     None required  
 Narrow unpunched     Standard     Blockout  
 Marginally punched unprocessed     Thin tissue     Transfer posting  
 Marginally punched processed     Internal strip     Heat transfer  
 Coverage:     Full     Carbon short \_\_\_\_\_" on left \_\_\_\_\_" on right

**PACKING**—LEVEL  A     B     C—Pack \_\_\_\_\_ sets in durable uniform size shipping containers which insure delivery at destination in a satisfactory condition ready for free passage through the machines.  
 One break per container (splices not acceptable)  
 Unbroken strips (splices not acceptable)  
 Unbroken strips (splices acceptable)  
 Pallets—type  (a)     (b)     Warning signal

**CARBON EXTRACTION FEATURE**— Corner tab     Center tab  
 Explain \_\_\_\_\_

**SCHEDULE**—See "Notice of Compliance With Schedules" in GPO Pub. 310.2.

**PERFORATIONS**—All perforations shall be cut clean and sufficiently deep to permit easy separation but not to tear in ordinary handling or in feeding through the machine  
 MARGINAL \_\_\_\_\_" from  left side, \_\_\_\_\_" from  right side.  
 Parts and carbons     Parts only     None required.

Copy will be furnished by \_\_\_\_\_, 20 \_\_\_\_\_

**PROOF REQUIRED** (Indicate margins, carbon coverage, etc.)  
 NO     Yes \_\_\_\_\_ sets will be withheld not more than \_\_\_\_\_ workdays from receipt in GPO until they are made available for pickup by the contractor. The contractor must not print prior to receipt of an "OK To Print."  
 Send proofs and copy to —  
 U.S. Government Printing Office  
 (Furnished preaddressed proof label must be filled in by the Contractor and used on all proof packages.)

**TEARLINE.** Horizontal perforations shall be provided every \_\_\_\_\_".

**NUMBERING**—Number from \_\_\_\_\_  
 \_\_\_\_\_  
 None missing     List missing numbers

SHIP \_\_\_\_\_ sets on or before \_\_\_\_\_, 20 \_\_\_\_\_  
 SHIP COMPLETE on or before \_\_\_\_\_, 20 \_\_\_\_\_

**NOTICE:**

The bidder agrees that any contract resulting from the bidder's offer shall be subject to all terms and conditions of GPO Contract Terms (Pub. 310.2) in effect on the date of the purchase order. Single copies are available free, upon request from the U.S. Government Printing Office Bid Section, Room B104 (PPSB), Washington, DC 20401 or at any of the Regional Procurement Printing Offices. In case of conflict the provisions of this specification will prevail.