

# GPO 2511 Desktop Print Order

Department		Req. No.		Date		Purchase Order No.		Print Order No.			
Contractor				Jacket No.		Estimated Cost		Ship/Delivery Date			
Title				Object Class <b>24:00</b>	State Code	Contractors Code		Program No.			
<b>Proofs</b>	<b>Type of proof required</b>			Sets	Days Gov't. will hold	Furnished Electronic Media		BAC	Quantity		
						Qty: _____		Quality Level	Trim Size		
					Qty: _____						
<b>Materials Furnished to Contractor</b>											
Manuscript	Halftones	Line Illus.	Camera Copy	Negatives	Other						
Text Stock			Cover Stock			No. of Text Pages (including blanks)		Fold-In Stock		Strip-ins	
Four Color Face	Process Printing Back	Cover Ink		Text ink		Cover Prints 1   2   3   4		Fold-Ins/Forms Face only	Face & Back	Negatives from Electronic media	Negatives from camera copy
<b>Binding</b>	Saddle	Paste on Fold	Band Units of			Drill ___ holes _____ in diameter on _____ side _____ inches C. to C.					
	1 ULC	Trim 4 Sides	Shrinkwrap Units of			Center of holes _____ inches from _____ edge of sheet					
	Side	Perf on Fold	Perf off fold			Pads of _____ sheets/sets each. Pad on the _____ side. <b>Chipboard required</b>					
	Perfect	Tab seal	Fold to:			Pack _____ Per shipping container. <input type="checkbox"/> Pallets required.					
	Other										

Instructions and Distribution:

Return all Government furnished materials and/or negs. to:

Specifications written by: _____ Sold by: _____ Typed by: _____	Date sent to contractor _____
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### Additional Shipping Instructions for Supt. of Docs. copies.

\_\_\_\_\_ US Government Printing Office—M/F: "Depository" \_\_\_\_\_  
 Depository Receiving Section  
 44 H St., NW, Loading Dock Item \_\_\_\_\_  
 Washington, DC 20401

\_\_\_\_\_ Library of Congress  
 Anglo-American Acquisitions Division  
 Government Documents Section  
 101 Independence Ave., SE  
 Washington, DC 20540-4172  
 Marked: File Copies

\_\_\_\_\_ US Government Printing Office—M/F: "Sales" Req. \_\_\_\_\_  
 Documents Warehouse  
 8610 Cherry Lane M/F: "Subscription Stock" Req. \_\_\_\_\_  
 Laurel, MD 20707

Individual Printed Mailing Containers are Required

Stock No. \_\_\_\_\_

Sub. ID No. \_\_\_\_\_

ISBN No. \_\_\_\_\_

(Shipping labels for Supt. of Docs. "Sales" or "Subscription" copies must contain Stock No., Sub. ID No. and ISBN No. as indicated.)