

SF 1

PRINTING AND BINDING REQUISITION

To the PUBLIC PRINTER Please furnish the following:

FROM (Department or Government Establishment)		JACKET NO. (Assigned at GPO)		<input type="checkbox"/> Red <input type="checkbox"/> Black	REQUISITION NO.	
APPROPRIATION CHARGEABLE / APPLICABLE LAW		(Bureau or Office)		DATE		
TITLE		BILLING ADDRESS CODE (BAC)		AUTHORIZED BY		
QUANTITY (Units of finished products)		QUALITY LEVEL		FORM NO.		
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		STRAP WITH REQUISITION NO.		
THIS ORDER RIDES (Department)		(Requisition No.)		(Jacket No.)		
PAPER STOCK AND INK	Text	FIRST CHOICE (Grade, color, and basis weight)		SECOND CHOICE (If any)		
	Cover					
	OTHER (Specify)					
COMPOSITION	FURNISHED (Magnetic tape) <input type="checkbox"/> Direct Drive <input type="checkbox"/> Other		(Negatives)	(Camera Copy)	(Manuscript)	(Shoot printed copy)
	TEXT TYPE (Point, Face, Leaded/Solid)		DISPLAY TYPE (Face)		MARGINS (After trim) Picas/Inches	Back/Left Top Other
	TYPE PAGE WIDTH (Picas) No. of Cols. Col. Width		TYPE PAGE DEPTH (Include running head but not bottom folio)		ILLUSTRATIONS (Total)	PICKUP FROM: Jacket No. Req. No. RESTORE TO ORIGINAL JACKET
PRESS AND BINDERY	PRINT One Side Only Head to Head Head to Foot Other		COVER PRINTS 1 2 3 4		EMBOSS	RULING (Print or Bindery)
	PERFORATE SCORE		Position		NUMBER (Inclusive) TO Color of ink	
	SIZE FLAT (inches) FORMS, SETS, PADS		FOLD TO (Inches)		SIZE TRIMMED PAGE (Inches) BOOKS/PAMPHLETS	
	WIRE STITCH (Side) (Saddle) (No.)		PASTE ON FOLD		LOOSELEAF ADHESIVE BOUND SEW CASE BOUND (Material and 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)	
GATHER (Explain)		CARBON INTERLEAVE		INDEX (Tab) (Bleed)		LIP DIVIDERS (Height of Lip) (Width of cut 1/5 etc.) (Pos.)
PROOFS AND DELIVERY	REQUESTED PROOF DATE		PROOF SETS (Galley) (Page)		DEPT. HOLD (Workdays) (Pages)	
	REQUESTED DELIVERY DATE		KRAFT WRAP		SHRINK FILM BAND IN SETS SUITABLE OTHER PACKAGING (SPECIFY)	
	DELIVER TO		QUANTITY IN PACKAGE		PACK IN CARTONS B/L FURNISHED	

ADDITIONAL INFORMATION

FOR ADDITIONAL INFORMATION CONTACT (Name and Telephone Number)

BILLING ADDRESS (If BAC has not been assigned)

I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment.

STANDARD FORM 1 (Rev. July 1979)
 Prescribed by GPO
 Title 44 of the U.S. Code Control No. 1-110

(Authorizing Signature)

(Title)