SF-1 Printing and Binding Requisition Instructions

The SF-1 is a memorandum of understanding that obligates Federal funds. Ordering agencies must process in accordance with internal agency procedures, including all internal funding approvals, prior to placing this order.

Jacket No.

The Jacket number is assigned by the U.S. Government Publishing Office (GPO) when the SF-1 is received. Do not fill in this box. GPO will notify the agency of the Jacket number assigned. The agency will need the Jacket number to identify this request when talking to GPO personnel. It will be used to follow up on the order, track the bid, check on or correct billing issues, match any order documents, and when requesting reprints.

Requisition No.

This number is assigned by the ordering agency and is formatted with a single digit for the fiscal year and then a hyphen and five digits to follow (e.g., 9-00001). It is usually in sequence of release. If a requisition is canceled, DO NOT use the same number again. This is a required field.

Security Classification

This is a required field.

- **Classified –** The document or material contains information that has been classified in accordance with applicable national security procedures. Reference: Presidential Executive Order 12958, dated April 17, 1995, and as subsequently amended or modified, in addition to any applicable directives issued by your agency. For any questions regarding whether or not your agency's material contains classified information, please consult with your agency's security officer.

- **SBU (Sensitive but Unclassified) –** Though not classified, the document or material to be printed is subject to special handling and distribution because it warrants/requires administrative control and protection from the public or other unauthorized disclosure for other reasons. For any questions regarding this, please consult with your agency's security officer.

- **PII –** Personally Identifiable Information (PII). The document or material is subject to special handling and distribution because it contains information that may lead to identity theft or other fraudulent use that could result in substantial harm, embarrassment, inconvenience, or unfairness to individuals. For any questions regarding this, please consult with your agency's privacy officer.

Exempt from Required Distribution to Federal Depository Libraries

44 U.S.C. Sections 1901-1916 and 4101-4104 require that government publications be made available to libraries in the Federal Depository Library Program. Examples of exemptions include:

- For official use only, for strictly administrative or operational purposes and has no public interest or educational value,
- Classified, sensitive or contains personal identifying information,
- Copyrighted, or
- Not published with Federal funds.

From

Name of the department, government agency, or establishment originating the requisition.

Bureau/Office

Name of the specific bureau or office associated with the department, government agency, or establishment.

Publication Title

Enter the full title of the product. It is recommended to not use generalized descriptions.

Quality Level

Enter the quality level requested under the terms of the "Quality Assurance Through Attributes Program" (QATAP). The primary responsibility for assigning levels rests with the ordering agency; if none is requested, however, the GPO will establish one and notify the agency.

- **I –** Best quality, highest quality, tightest tolerances. Use when color fidelity is critical (diagnostic medical illustrations, meatpacking pictures, etc,) or when quality is especially important to the audience.

- **II –** Better quality, prestige quality, library quality. Use when close fidelity to furnished reproducibles, high quality materials, reproducibles, production methods and workmanship is required.

- **III –** Good quality, above average quality. Use for precise information without fidelity to minute detail, above average quality materials, reproducibles, production methods and workmanship.

- **IV –** Basic quality, informational quality, utility quality. Use for average fidelity and resolution to original copy or film and average quality materials, reproducibles, production methods, and workmanship. Level IV work would include high-quality xerographic copying orders.

- **V –** Functional quality, lowest usable quality, greatest tolerances. Use for adequate quality with no information loss of readable copy.

- For more information see **https://www. gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/ qlsamples6f200c30b44a64308413ff00001d 133d-2.pdf**.

Date Prepared

Enter the date in which the Requisition is prepared for GPO.

Quantity

Number of units of finished product as identified by the "Finished Product" selected (e.g., 5 pads, 50 books, etc.). A unit is the completely assembled product, such as a pad, kit, book or pamphlet. For instance, do not give the total number of items comprising a set, but only the number of sets. Quantities for the individual items should be listed under "ADDITIONAL INFORMATION" or on a separate instruction sheet.

Finished Product

Indicate what the finished product will be after production.

- Books/Pamphlets
- Pads
- Forms (Sheets)
- CD/DVD
- Labels
- Envelopes
- Sets
- Other Finished Product – If ordering a finished product that is not listed.

Rush (Premium Surcharge Authorized)

This will give the order submitted priority over other customer orders. Note: Authorization of this service grants GPO the authority to increase the handling fee and surcharge.

Open Requisition

Identifies this as an open requisition for agencies that have been given authority to place print orders under a term contract. Multiple print orders will be billed against this requisition for a specific term contract. A new requisition must be submitted for each fiscal year for each term contract.

Previous Jacket/Req No. (If Reprint)

If the product has been printed by or through GPO before, insert the last Jacket and/or requisition number.

Form No.

Insert form number if applicable and revision date, if available. This information should match furnished material.

ISBN

If an International Standard Book Number (ISBN) has been assigned, indicate it here. This is important so that an additional ISBN number is not assigned for the same product. If an ISBN number has not been assigned, GPO can assist in obtaining one.

If Available Online

Enter complete URL for equivalent online edition. Disseminating this publication online to the libraries in the Federal Depository Library Program may save printing costs to GPO if an equivalent online edition can be identified.

This Order Rides (Department)

Use this block only when ordering copies of an item produced on another agency's SF-1 or print order, GPO 2511, (i.e. circular letter items). For more information go to **https://www.gpo.gov/ how-to-work-with-us/agency/circular-letters**. Enter the name of the originating department, the requisition number per the circular letter, and the assigned Jacket number.

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Strap with Requisition No.

This space is used only when there is a requirement for critical coordination of the production and delivery of different but related items, ordered on separate requisitions. For example, a publication ordered on one requisition may be of no value to the user without a form which has been ordered on another requisition. In this case, the two requisitions would be coordinated, or "strapped" in order to have the publications and forms printed and shipped to the user simultaneously. Enter the number of the requisition(s) with which this order will be "strapped."

GPO In-House Services

If the agency has a need for any of the listed GPO services, check the appropriate box. Contact the appropriate GPO in-house department prior to submitting the SF-1 in order to obtain an estimate.

- **Graphic Design and Multimedia –** Work to be done by GPO's Creative Services (CS). Agencies should contact CS for an estimate and schedule prior to ordering services by calling **202.512.2012**. For more information go to **https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/graphic-design-and-digital-media**.

- **Web Services –** Website design and development services are provided by GPO Creative Services. Agencies should contact GPO Creative Services at **202.512.2012** to discuss the scope of work and receive an estimate.

- **Preflight –** Work to be done by GPO's Quality Control for Published Products (QCPP) office. Agencies should contact QCPP for an estimate prior to ordering services by calling **202.512.0542**. For more information go to **https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/preflight-review-of-proofs-and-onsite-inspections**.

GPO In-House Distribution Services

- **Mailing –** Bulk mailing utilizing media mail, standard mail, and contractual package services (i.e., UPS). For additional information contact **202.512.1065**.

- **Storage –** Receive, store, and distribute publications for agencies at a reasonable rate. For additional information contact **202.512.1065**.

- **Mailing List Maintenance –** Quick, safe, and secure NCOA (National Change of Address) verification and CASS (Coding Accuracy Support System) Certification. For additional information contact **202.512.1065**.

Security & Intelligent Documents

- **Secure Federal Credentials –** Work to be performed in one or more of the following areas:
  - Consulting
  - Design
  - Materials selection
  - Security printing
  - Management of personal identity information (PII)
  - Personalization
  - Credential delivery.

GPO has capabilities in all aspects of the credential production process. Customers may choose GPO to provide some or all of these capabilities as they apply to their secure credential programs.

Secure Federal Credential types include:

- Electronic and non-electronic booklets
- Electronic and non-electronic cards
- On-demand law enforcement badges.

Credentials are produced within GPO's secure, Government-owned facility, with all work performed or managed by Government employees. To view examples of some of GPO's credential products, visit **https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/security-credentials**. To discuss credential programs and how GPO may assist, call **202.512.2285** or email SID at **credentials@gpo.gov**.

Billing Address Code (BAC)

A unique identifier assigned by the GPO. The BAC identifies the particular agency and is assigned to a single ALC. The BAC also provides information regarding the method of payment (IPAC, Check, Credit Card or Deposit Account). Enter the 6-digit BAC. THIS FIELD IS REQUIRED. If the BAC is unknown, contact the ordering agency Publishing Officer or contact GPO at **https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-teams**.

Agency Location Code (ALC)

Enter the 8-digit ALC for sending payments through the U.S. Treasury's Intergovernmental Payment and Collections (IPAC) system. The number is an identifier assigned by Treasury for reporting purposes. The first 2 digits of the 8-digit ALC identify the department or agency, the third and fourth digits identify the particular bureau within the department, and the remaining 4 digits identify the particular agency account section within that bureau.

Appropriation Chargeable

Funding reference information. If required by the ordering agency, enter the appropriation symbol number, expenditure account, allotment, object classification, bureau control number, etc. and/or state whether publication is required by specific provision of law, authorized by OMB, etc.

Purchase Card Number

Enter 16-digit purchase card number if paying by purchase card. The SF-1 may be submitted without the purchase card number; however, complete the accompanying checkbox "Call for Purchase Card No." If the Purchase card number is not furnished, complete the remaining purchase card fields so that GPO may call to get the purchase card number. The order will not be processed until the obligating funds are identified.

Expiration Date

Enter 4-digit (mm/yy) expiration date if paying by purchase card. Ensure the card will be valid on the requested delivery date.

Name as it Appears on Purchase Card

Enter cardholder's name if paying by purchase card.

Phone No.

Enter cardholder's phone number if paying by purchase card.

Email of Purchase Cardholder

Enter cardholder's email address if paying by purchase card.

Treasury Account Symbol (TAS)

The TAS is an identification code assigned by Treasury, in collaboration with OMB and the owner agency, to an individual appropriation, receipt, or other fund account. More information can be found at **https://www.fiscal.treasury.gov/cars/faqs.html#tas**.

Business Type Event Code (BETC)

The BETC is eight-character code used in CARS to indicate the type of activity being reported, such as payments, collections, borrowings, etc. This code must accompany the TAS and the dollar amounts in order to classify the transaction against the Fund Balance with Treasury. More information can be found at **https://www.fiscal.treasury.gov/cars/faqs.html#betc**.

Line of Accounting (LOA)/Document Reference Number

Some agencies require a valid LOA on the invoice in order to reconcile their bills from GPO. If provided, the LOA will appear as an IPAC field on the billing statement (Form 400). The LOA is an identification code assigned by the agency doing business with the GPO. For a list of agencies that require an LOA, see **https://www.gpo.gov/docs/default-source/finance-options-pdf-files/sf1-loa.pdf**.

G-Invoicing (GINV) Numbers

GINV is Treasury's online platform to originate and settle Intragovernmental Transactions (IGT) processed through IPAC.

- **GINV GTC# –** The unique General Terms and Conditions (GTC) agreement number generated by the GINV application. This is a 20-character value (including hyphens). Example: AYYMM-(Requesting Agency ID)-(Servicing Agency ID)-6 digit sequential number - A2110-020-004-000010

- **GINV Order# –** The unique Order number generated by the GINV application. This is a 20-character value (including hyphens). Example: OYYMM-(Requesting Agency ID) - (Servicing Agency ID)-6-digit sequential number - O2210-020-004-000075

- **Order Line# –** The Order Line number associated with the Order. Example: 1, 2, 3, etc. Note: This field may contain up to 5 numeric characters.

- **Order Schedule# –** The sequential sub-line structure below an Order Line. Example: 1, 2, 3, etc. Note: This field may contain up to 5 numeric characters.

For more information go to **https://www.gpo.gov/how-to-work-with-us/agency/g-invoicing** or contact **ginv@gpo.gov**.

SF-1

Printing and Binding Requisition **Instructions**

Furnished

Indicate what items will be furnished in order to produce the job. If electronic media is furnished, Form 952 is required **https://www.gpo.gov/ docs/default-source/forms-standards-pdf-files/952.pdf**.

- **Files sent via FTP or email**
- **CD/DVD**
- **Copy –** Camera ready, hard copy
- **Negative –** Films
- **Other –** e.g., distribution lists, photographs, manuscripts, slides, dies, etc. If further description is necessary, provide details in additional information.
- **Quantity –** total number of furnished items
- **Materials to be furnished by –** If the materials are not available at the time the SF-1 is submitted, provide the date they will be furnished.

Proofs

For each type of proofs, indicate how many sets are required. GPO recommends at least two, one set for the agency to keep and one for the contractor.

- **Content proofs –** Content proofs show color breaks, position, and construction of the publication. They cannot be used for color match on press, are not on actual production stock, and are low resolution. In some cases, Dylux or "blueline" proofs are acceptable content proofs.
- **Inkjet proofs –** Inkjet proofs can be used for close (not exact) color match. They are not on actual production stock and do not show construction. Inkjet proofs are lower resolution than final printing, so printed matter may not appear as sharp as the final product.
- **High resolution proofs –** High resolution proofs can be used for exact color match on press and do not show construction of the publication. High resolution proofs can NOT show an exact color match of Pantone colors. GPO will allow contractors to substitute Pantone colors with a similar color (except process yellow) on the proofs, but the quality standard to which the contractors will be held is the Pantone Matching System. A cost-effective option is to request high resolution proofs of certain pages instead of an entire publication.
- **Prior-to-production samples –** Samples must be be constructed as specified in the contract using paper, ink, equipment, and the methods of production which will be used in producing the finished product.
- **Electronic soft proofs –** A soft proof is a preview of the printed output on screen rather than on paper. This type should primarily be used for content and positioning, not for color. If critical color and high quality are a concern, a high resolution or inkjet proof should be ordered.

Days Dept. Will Hold Proofs

This space must be filled in whenever proofs are required. Indicate the number of days the agency needs to keep the proofs for review before returning them to the printer. This is part of the contract schedule. If proofs are held for a longer period than originally agreed by the originating bureau or office, delivery will be delayed, usually for considerably more than the additional time that proofs are held.

Press Sheet Inspection

If a Press Sheet Inspection (PSI) is to be performed at the contractor's plant, indicate how much advance notice is needed to attend the PSI. If the agency would like a GPO representative to be present at the PSI, indicate that in "ADDITIONAL INFORMATION".

Deliver Proofs To

The address where the proof(s) is to be delivered, a P.O. Box is not acceptable. It is important that GPO knows the name of the person who has authority to provide approval of the proof and the phone number (in order to facilitate delivery). If the agency prefers that GPO review the proofs prior to sending them to the agency, enter "through GPO" in this box. If more than one set of proofs is ordered, multiple addresses may be noted for review.

Cover Paper

Enter the type or grade, JCP code, color, and weight of paper to be used for cover. Paper selections must be made from the listing approved by the Joint Committee on Printing (see **https:// www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf** for more information). For further assistance in making paper selections contact Quality Control for Published Products at **https://www.gpo. gov/how-to-work-with-us/agency/services-for-agencies/preflight-review-of-proofs-and-onsite-inspections**.

Cover Inks

Enter color of ink to be used on cover (e.g. black, 4/c process [full color], or Pantone number). Do not simply state "blue" or "red"; when possible, give commercial manufacturer's numbers to be matched (i.e., PMS 185). For further assistance in making ink selections contact Quality Control for Published Products at **202.512.0542** or **qcpp@gpo.gov**.

Cover Coating Type

If applicable, enter type of coating to be used on cover after printing (gloss, dull, or satin; varnish, aqueous, or UV (ultraviolet) coating; etc.). For further assistance in making coating selections contact Quality Control for Published Products at **202.512.0542** or **qcpp@gpo.gov**.

If there are additional paper and ink requirements that do not fit in the space required, check this box and list any additional requirements in the "ADDITIONAL INFORMATION" section below. For further assistance in selecting a paper or ink contact Quality Control for Published Products at **202.512.0542** or **qcpp@gpo.gov**.

Text Paper

Enter type or grade, JCP code, color, and weight of paper to be used for text pages, which are the internal pages of a book or pamphlet. Paper selections must be made from the listing approved by the Joint Committee on Printing (see **https:// www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf** for more information). For further assistance in making paper selections contact Quality Control for Published Products at **202.512.0542** or **qcpp@gpo.gov**.

Text Inks

Enter color of ink to be used on text pages, which are the internal pages of a book or pamphlet (e.g., black, 4/c process [full color], or Pantone number). Do not simply state "blue" or "red"; when possible, give commercial manufacturer's numbers to be matched (i.e., PMS). For further assistance in making ink selections contact Quality Control for Published Products at **202.512.0542** or **qcpp@gpo.gov**.

Text Coating Type

If applicable, enter type of coating to be used on text pages, which are the internal pages of a book or pamphlet, after printing, (gloss, dull, or satin; varnish, aqueous, or UV (ultraviolet) coating; etc.). For further assistance in making coating selections contact Quality Control for Published Products at **202.512.0542** or **qcpp@gpo.gov**.

Digital Print Acceptable

Contractor may use offset printing or digital printing equipment to produce the job. Digital printing eliminates the requirement for printing plates in offset printing, this can save money and time; however, offset printing often results in slightly better quality.

Print

- **One side only –** Images should be positioned on one side of the page.
- **Head-to-head –** The top of the image on the front of the sheet is aligned with the top of the image on the back of the sheet.
- **Head-to-foot –** The top of the image on the front of the sheet is aligned with the bottom of the image on the back of the sheet.

Indicate Which Covers Print

- **Cover 1 –** Indicates the outside front cover page is printed.
- **Cover 2 –** Indicates the inside front cover page is printed.
- **Cover 3 –** Indicates the inside back cover page is printed.
- **Cover 4 –** Indicates the outside back cover page is printed.

Emboss

Impressing an image in relief to achieve a raised surface. Indicate in the "ADDITIONAL INFORMATION" area what type of die is furnished or whether a die must be created.

Perforate

Small holes punched into paper to allow for easy separation. Indicate the location in the "Position" box.

Score

To impress or indent a mark in the paper to make folding easier.

Position

Provide the location of the embossing, perforating, or scoring on the page (e.g., top, bottom, left, right). Provide the measurements in the "ADDITIONAL INFORMATION" box or for publications with multiple pages indicate the page numbers affected.

Numbering

For serially numbered jobs, specify the first and last number desired. If not in "ADDITIONAL INFORMATION" indicate whether missing numbers are acceptable and if missing numbers must be identified on the inner-package label packing slip.

Ink (color)

The job should be designed so that printing and numbering may be done in one operation and in the same color of ink. If not, specify the color of ink (Pantone number) for the numbering.

Size Flat

For forms and other flat sheet printing, show dimensions in inches with horizontal printing dimension first. If direction of printing differs on the face and back, the face printing will control the dimensions. On lipped cards or sheets the overall measurement should be given, including the lip.

Fold to

For folded forms, flyers, etc., give the folded dimensions of the sheet with the horizontal printing dimension first. When unusual or complicated folding is desired, a sample or dummy should be submitted to show the exact folding requirements, with the folds labeled in sequence (A to A, etc.).

Size Trimmed Page

For printed books and pamphlets give printing dimension in inches first when the book/pamphlet is closed. Give horizontal printing dimension first.

Number of Text Pages

Enter the number of text pages (including blank pages, but not including separate cover pages). One leaf of paper is two pages. This number should always be an even number. Page counts for saddle-stitched products must be divisible by four.

Paper Covers (Self)

Indicate "Self" if the cover of the document is printed on the same paper as the text pages.

Paper Covers (Separate)

Indicate "Separate" if the cover of the document is printed on a different paper than the text pages.

Check the Method of Stitching

- **Side Stitch –** Books and pamphlets of over 96 pages and up to approximately 7/8" in thickness are side stitched.
- **Saddle Stitch –** Generally, publications through 96 pages are saddle stitched. Saddle stitched publications must have a page count that is divisible by 4.
- **ULC –** Staple in the upper left hand corner (ULC).

Paste on Fold

This is an economic alternative to saddle stitching. If the agency would like GPO to make this determination, mark both saddle stitch and paste on fold fields with "OPT" for optional.

Looseleaf

Trimmed four sides and not bound. Often intended for insertion into a 3-ring binder.

Tape

Thermal tape is a cloth tape that is applied to the spine of the book. It offers a neat appearance and provides excellent durability.

Comb

Plastic comb bindings use a 9/16" pitch rectangular hole pattern punched near the bound edge. A curled plastic "comb" is fed through the slits to hold the sheets together. Comb binding allows a book to be disassembled and reassembled by hand without damage.

Coil

Also known as spiral binding. It can use plastic or metal coil. Documents bound by spiral coil lay flat and can rotate 360 degrees. It is made by punching holes along the entire length of the spine of the page and winding a wire through the holes to provide a fully flexible hinge at the spine.

Perfect Bound

Perfect binding is also known as adhesive binding and is typically used for books over 7/8" thickness (or 96 pages).

Sew

This is a higher cost alternative to wire stitching or perfect binding. Sewn books are of the highest quality because the pages are sewn AND glued to the binding surface, the spine of the book. Case bound books can also be sewn.

Case Bound

This is a hard cover book constructed with binder's board and typically covered with cloth, vinyl, or leather-like material.

Material and Color

Enter the type and color of the material selected for the case bound book cover (e.g., "ICG Holliston Maroon Imitation Leather", etc.). If headbands and end leaves are required, indicate that here.

Pad/Sets

- **Position –** Indicate position of padding (e.g., top, side, etc.).
- **Sheets in Pad –** Indicate number of sheets per pad.
- **Sets in Pad –** Indicate number of sets per pad.
- **Sheets in Set –** Indicate number of sheets per set.
- **Chipboard Required –** Indicate if chipboard is required on the back of each pad.

Carbon Interleave

Carbon interleaves are required within pads or sets of a form. (If carbonless paper is required, specify under paper stock.)

Punch/Drill

Indicate if drilling or hole punching is required and specify in the "ADDITIONAL INFORMATION" space the shape if other than round.

- **No. of Holes –** Enter number of holes to be drilled/punched.
- **Diam. –** Enter diameter of holes.
- **Inches Center-to-Center –** Specify distance between holes (measurement from the center of one hole to the center of the next hole, in inches).
- **Pos. –** Enter position of holes (e.g., top, side, etc.).

Stamp Title (Bindery)

Applies to casebound books covered with fabrikoid, buckram, cloth, or similar materials, or binders, certificates, etc.

- **Cover –** Check to indicate stamping is required on the cover.
- **Spine –** Check to indicate stamping is required on the spine.
- **Foil (Color) –** Indicate the color of the foil to be used in stamping the title, whether gold (used on leather) or imitation gold.
- **Ink (Color) –** Indicate the color of the ink to be used in stamping the title.

Collate

Specify order of gathering of sheets in a set, (e.g., "white, pink, yellow"; "Form 5, Form 6, Form 7"; etc.).

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Tab Dividers

"Tab" refers to index tabs extending beyond the trimmed edge of the page. A "bleed tab" refers to any index wherein the index listing is placed on the cover or an inside page with locator marks bleeding off the edge and corresponding to similar marks in the text. If the product contains bleed tabs, indicate that in the "ADDITIONAL INFORMATION" space.

- **Height of Tab –** Indicate height of tab (e.g., 1/2", etc.). The height of the tab is how far tab extends from the edge of the sheet. If the tabs are to be laminated, specify in "ADDITIONAL INFORMATION".
- **Width of Cut –** Indicate the width of cut. The width of each cut is expressed as a fraction of the total number of tabs that can be cut out of the full depth of a sheet (e.g., ¼ = 4 tabs per complete row, 1/6 = 6 tabs, etc.). If the tabs are to be laminated, specify in "ADDITIONAL INFORMATION".
- **Position –** If tab dividers are required and if less than a full bank (one complete row) is required, list the positions wanted (1, 2, 3, etc.). If more than one bank or row is desired, list the total number of tab positions required. If the tabs are to be laminated, specify in "ADDITIONAL INFORMATION".

Requested Delivery Date

This is the date that the product needs to be delivered at its destination. If the product is being mailed, this is the date that the contractor must place the product in the mail stream. The production schedule is one of the most important price factors in printing. In order to get a reasonable price it is suggested the schedule be no less than two weeks.

Kraft Wrap

The product is to be wrapped in kraft paper and packed in cartons. Enter the quantity per wrap in the blank.

Shrink Film

The product is to be wrapped in shrink film and packed in cartons. Enter the quantity per wrap in the blank.

Band in Sets

The product is to be packaged in sets with paper bands and packed in cartons. Enter the quantity per set in the blank.

Suitable

If suitable is checked, internal packaging will be accomplished in accordance with commercial practices.

Other Packaging (Specify)

Specify any other special packaging requirements such as individual mailing containers, special box sizes, etc. and indicate a quantity if applicable.

Pack In Cartons

If the product must be packaged in exterior cartons.

Deliver Product To

Enter complete shipping address (including agency, address, and ZIP code), contact name and phone number, and any special delivery instructions (such as "inside delivery required"). The destination must contain a street address as many couriers and shipping agents will not deliver to a P.O. Box. If there is not enough room for all of the destinations and a supplemental distribution list, or disk, is provided, mark the checkbox for "Distribution List Attached".

Return Furnished Material To

Enter the complete address to which furnished materials should be returned.

Digital Deliverables Requested Format Native

If the contractor makes electronic changes to the GFM, it is recommended that the agency request a set of corrected electronic files. If the end user is planning on making any edits after it has been saved, the native application is the preferred method. If a document is created in a certain program, it is saved in the proprietary format and only that program can recognize. The native format will ensure that all the data created is stored with the program.

Digital Deliverables Requested Format PDF

If the contractor makes electronic changes to the GFM, it is recommended that the agency request a set of corrected electronic files. Portable Document Format (PDF) compresses all graphics, fonts, and text into a single file. It is not easily editable.

Additional Information

Indicate any special information or instructions needed to supplement data on the SF-1. Do not use this space for information for which ample room is provided elsewhere on the requisition. If additional instructions are carried on a separate sheet, check the "Supplemental Information Attached" box.

Supplemental Information Attached

Indicate if additional pages have been attached to the SF-1 (e.g., distribution list, instructions, etc.). The form has been formatted to include a supplemental page for additional information if this box is checked. The required numeric identifiers will automatically populate the second page.

For Additional Information Contact (Name)

Insert the name of the person who is to be contacted for additional information regarding this job.

Telephone

Insert the telephone number of the person who is to be contacted for additional information.

Price Approval Required if Exceeds $

If a price approval is required before GPO makes the award, regardless of the dollar amount, check the box. If there is a dollar threshold, enter the amount in the space provided. If the price is above the amount listed here, GPO will not award without a specific approval from the individual whose name is under the "For Additional Information Contact". If this box is not checked, GPO will provide contract information after award.

Email

Insert the email address of the person who is to be contacted for additional information.

Fax

Insert the Fax number of the person who is to be contacted for additional information.

Estimate (For GPO Use Only)

This space is for GPO Use Only. This would be the contractor's price plus GPO's handling fee and GPO surcharge, and would indicate if the freight had been included in that price.

Authorizing Signature

The person signing the SF1 is certifying that they are an authorized agency representative of the above-mentioned Government establishment with authority to submit this order to the GPO, and obligate its funding in compliance with applicable regulations, and; this work is authorized by law and necessary to the conduct the business of the above-mentioned Government establishment.

Title

Enter title of person whose signature is authorizing the SF-1.