



# Print Order Form 2511

You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated.

\* Required Fields

DEPARTMENT OR GOVERNMENT ESTABLISHMENT		REQ. NO. *	JACKET NO. *	PROGRAM NO. *	PRINT ORDER NO. *
PUBLICATION TITLE			DATE PREPARED	ESTIMATE (For GPO Use Only)	OBJECT CLASS
CONTRACTOR		PURCHASE ORDER NO. *	STATE CODE *	CONTRACTOR'S CODE *	SHIP/DELIVERY DATE *

BILLING ADDRESS CODE (BAC) *		AGENCY LOCATION CODE (ALC)		APPROPRIATION CHARGEABLE/OBLIGATION NO.					
<input type="checkbox"/> PURCHASE CARD	PURCHASE CARD NO. (Info to appear on GPO copy only)			EXP. DATE	NAME AS IT APPEARS ON PURCHASE CARD		PHONE NO. OF CARDHOLDER		
TAS: Sub-level Prefix Code	Allocation Transfer Agency Identifier	Agency Identifier	Beginning Period of Availability	Ending Period of Availability	Availability Type Code	Main Account Code	Sub-Account Code	BETC*	LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)

SPECIFICATIONS	PROOFS				DAYS DEPT. WILL HOLD PROOFS	QUALITY LEVEL	QUANTITY (unit of finished product)	
	<input type="checkbox"/> Content (QTY) <input type="checkbox"/> Inkjet (QTY) <input type="checkbox"/> High Resolution (QTY) <input type="checkbox"/> Prior to Production Samples (QTY) <input type="checkbox"/> Electronic Soft Proof							
	FURNISHED ELECTRONIC MEDIA			OTHER GOVT. FURNISHED MATERIALS		PRESS SHEET INSPECTION		TRIM SIZE
	<input type="checkbox"/> Files to be sent via FTP or Email <input type="checkbox"/> CD/DVD (QTY)					<input type="checkbox"/> No. of Hours Notice		X
	COVER PAPER		COLOR OF COVER INKS		COVER COATING TYPE	PAPER COVERS (Self) (Separate)	INDICATE WHICH COVERS PRINT	
	TEXT PAPER		COLOR OF TEXT INKS		TEXT COATING TYPE	NUMBER OF TEXT PAGES	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> One Side Only <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot	
FOLD-IN PAPER		COLOR OF FOLD-IN INKS		NO. OF FOLD-INS		SIZE OF FOLD-INS		
STITCH		BINDING						
<input type="checkbox"/> ULC <input type="checkbox"/> SIDE <input type="checkbox"/> SADDLE		<input type="checkbox"/> COMB <input type="checkbox"/> COIL <input type="checkbox"/> PERFECT BOUND <input type="checkbox"/> SEW <input type="checkbox"/> TAPE <input type="checkbox"/> TRIM 4 SIDES <input type="checkbox"/> OTHER						
PAD/SETS (Position)    (Sheets in Pad)    (Sets in Pad)    (Sheets in Set) (Chipboard Required)				DRILL _____ ROUND HOLES _____ INCHES IN DIAM. ON _____ SIDE _____ IN. CTR TO CTR.				
BAND UNITS OF _____ <input type="checkbox"/> PACK SUITABLE OR <input type="checkbox"/> QTY PER CONTAINER <input type="checkbox"/> PALLETS REQUIRED				CENTER OF HOLES _____ INCHES FROM _____ EDGE OF SHEET				

ADDITIONAL INFORMATION	<input type="checkbox"/> Supplemental Information Attached	
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DELIVERY	DELIVER PRODUCT TO:	RETURN FURNISHED MATERIALS TO:
	<input type="checkbox"/> Distribution List Attached	Digital Deliverables Requested - Format: <input type="checkbox"/> Native <input type="checkbox"/> PDF

ADDITIONAL SHIPPING INSTRUCTIONS FOR GPO COPIES		US Government Publishing Office, Documents Warehouse 8660 Cherry Lane, Laurel, MD 20707
(Use this address to send one copy) US Government Publishing Office Federal Depository Library Program Mail Stop: FDLP 44 H St., NW, Loading Dock Washington, DC 20401 Item No. _____	(QTY) Library of Congress U.S. Serials and Government Documents Section US/Anglo Division 101 Independence Ave., SE, Stop 4276 Washington, DC 20540-4276 Marked: Depository File Copies	_____ Marked for "Sales" Req. No. _____ (QTY) _____ Marked for "Subscription Stock" Req. No. _____ (QTY) <input type="checkbox"/> Individual Printed Mailing Containers are Required
(Use this address to send entire shipment) US Government Publishing Office Federal Depository Library Program (FDLP) Document Warehouse 8660 Cherry Lane Laurel, MD 20707-4986 Item No. _____	(QTY) US Government Publishing Office International Exchange Service (IES) Document Warehouse 8660 Cherry Lane Laurel, MD 20707-4986	Stock No. _____ Sub. ID No. _____ ISBN No. _____ (Shipping labels for "Sales" or "Subscription" copies must contain Stock No., Sub. ID No. and ISBN No. as indicated.)

FOR ADDITIONAL INFORMATION CONTACT:	EMAIL	PHONE NO.
AUTHORIZING SIGNATURE (must be on file with GPO)	TITLE	DATE SENT TO CONTRACTOR



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ADDITIONAL INFORMATION