



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 INFO Component TAS/BETC	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*

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) <input type="checkbox"/> (Separate) <input type="checkbox"/>	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		

ADDITIONAL INFORMATION	STITCH		BINDING		<input type="checkbox"/> PERFORATE <input type="checkbox"/> SCORE
	<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)				
	BAND UNITS OF _____ SHRINK WRAP UNITS OF _____		<input type="checkbox"/> PACK SUITABLE OR <input type="checkbox"/> QTY PER CONTAINER <input type="checkbox"/> PALLETS REQUIRED		

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



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