

# SF-1

## PRINTING AND BINDING REQUISITION to the Public Printer of the United States

\* Required  
Fields

JACKET NO. (For GPO Use Only)

- Red
- Black
- Blue

REQUISITION NO. \*

### CLASSIFICATION \*

Classified  Yes  No    SBU  Yes  No    PII  Yes  No

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BUREAU/OFFICE

PUBLICATION TITLE

QUALITY LEVEL

DATE PREPARED

QUANTITY (Units of Finished Product)

#### FINISHED PRODUCT

Books/Pamphlets     Forms (Sheets)     Labels     Sets  
 Pads     CD/DVD     Envelopes     Other

Rush (Premium Surcharge Authorized)     Open Requisition

PREVIOUS JACKET/REQ. NO. (If Reprint)

FORM NO.

ISBN

IF AVAILABLE ONLINE  
http://

THIS ORDER RIDES (Department)

(Requisition No.)

(Jacket No.)

STRAP WITH REQUISITION NO.

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GPO In-House Distribution Services

Security & Intelligent Documents

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Mailing     Storage     Mailing List Maintenance

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<b>PRE-PRESS &amp; PROOFS</b>	FURNISHED (Electronic media must include Form 952)		Qty: _____	<input type="checkbox"/> Materials to be furnished by (date): _____			
	<input type="checkbox"/> Files sent via FTP or Email <input type="checkbox"/> CD/DVD <input type="checkbox"/> Copy <input type="checkbox"/> Negative <input type="checkbox"/> Other						
	PROOFS	<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	DAYS DEPT. WILL HOLD PROOFS _____
DELIVER PROOFS TO (PO Box not acceptable, include contact phone number):							

<b>PAPER &amp; INK</b>	COVER PAPER (JCP number [If Known] and Grade, Color, Finish and Basis Weight)	COVER INK(S) (Black, 4-Color Process, Pantone #)	COVER COATING TYPE	<input type="checkbox"/> List Other Paper & Ink Materials Below in Additional Information
	TEXT PAPER (JCP number [If Known] and Grade, Color, Finish and Basis Weight)	TEXT INK(S) (Black, 4-Color Process, Pantone #)	TEXT COATING TYPE	

<b>PRESS &amp; BINDERY</b>	DIGITAL PRINT ACCEPTABLE <input type="checkbox"/>	PRINT <input type="checkbox"/> One Side Only	<input type="checkbox"/> Head to Head	<input type="checkbox"/> Head to Foot	INDICATE WHICH COVERS PRINT	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	EMBOSS <input type="checkbox"/>	PERFORATE <input type="checkbox"/>	SCORE <input type="checkbox"/>	POSITION _____	NUMBERING (Inclusive) _____ to _____	Ink (Color) _____
	SIZE FLAT (Inches) FORMS, SETS, PADS	X		FOLD TO (Inches)	X		SIZE TRIMMED PAGE (Inches) BOOKS/PAMPHLETS	X		NO. OF TEXT PAGES _____	PAPER COVERS (Self) <input type="checkbox"/> (Separate) <input type="checkbox"/>				
	STITCH (Side) <input type="checkbox"/>	(Saddle) <input type="checkbox"/>	(ULC) <input type="checkbox"/>	PASTE ON FOLD <input type="checkbox"/>	LOOSELEAF <input type="checkbox"/>	TAPE <input type="checkbox"/>	COMB <input type="checkbox"/>	COIL <input type="checkbox"/>	PERFECT BOUND <input type="checkbox"/>	SEW <input type="checkbox"/>	CASE BOUND <input type="checkbox"/>	(Material and Color)			
	PAD/SETS (Position) _____	(Sheets in Pad) _____	(Sets in Pad) _____	(Sheets in Set) _____	(Chipboard Required) <input type="checkbox"/>	CARBON INTERLEAVE <input type="checkbox"/>	PUNCH/DRILL <input type="checkbox"/>	(No. of Holes) _____	(Inches Center to Center) _____	(Position) _____	STAMP TITLE (Bindery) Cover <input type="checkbox"/> Spine <input type="checkbox"/> Foil <input type="checkbox"/> (Color) _____	Ink (Color) _____			
	COLLATE (Explain)										TAB DIVIDERS (Height of Tab) _____	Width of Cut (1/5 etc.) _____	(Position) _____		

<b>PACKAGING &amp; DELIVERY</b>	REQUESTED DELIVERY DATE	KRAFT WRAP <input type="checkbox"/> (QTY) _____	SHRINK FILM <input type="checkbox"/> (QTY) _____	BAND IN SETS <input type="checkbox"/> (QTY) _____	SUITABLE <input type="checkbox"/>	OTHER PACKAGING (Specify) _____	PACK IN CARTONS <input type="checkbox"/>
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<input type="checkbox"/> Distribution List Attached							Digital Deliverables Requested - Format: <input type="checkbox"/> Native <input type="checkbox"/> PDF

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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, April 2010  
Title 44 of the U.S. Code Control No. 1-110

AUTHORIZING SIGNATURE (Must be on file with GPO) \*

Title

PREVIOUS EDITION NOT USABLE

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ADDITIONAL INFORMATION	