Overview – Information needed to complete this form can be found in the contract specifications or the transmittal letter (TL) issued by GPO.

Department or Government Establishment
Name of the department, government agency, or establishment originating the 2511.

Requisition No.
This number is assigned by the ordering agency on the SF-1 each fiscal year for the program. It is formatted with a single digit for the fiscal year and then a hyphen and five digits to follow (e.g., 9-00001). Enter the Requisition number for the current fiscal year used for this Program. (TL) This is a required field.

Jacket No.
The Jacket No. is assigned by GPO when the SF-1 is received for each fiscal year. A new Jacket number will be assigned at the beginning of the fiscal year upon receipt of the new SF-1. The Jacket number and the Requisition number must be from the same fiscal year. (TL) This is a required field.

Program No.
Enter the Program number of the contract under which the product is being ordered. (TL) This is a required field.

Print Order No.
Enter the 5-digit Print Order number from the series assigned by GPO. Print Orders should be numbered consecutively. Do not repeat numbers, even if an order is cancelled. (TL) This is a required field.

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

Date Prepared
Enter the date on which the 2511 is prepared for GPO and the contractor.

Estimate (For GPO Use Only)
Leave this space blank. This is for GPO use only.

Object Class
Enter the Object Class Code assigned by GPO. (TL)

Contractor
Enter the name of the contractor who was awarded this contract. (TL)

Purchase Order No.
Enter the Purchase Order number assigned by GPO at time of award. The Purchase Order number will stay the same throughout the term of the contract, including any option years. (TL) This is a required field.

State Code
Enter the contractor's 3-digit State Code assigned by GPO. (TL) This is a required field.

Contractor's Code
Enter the 5-digit Contractor's Code assigned by GPO. (TL) This is a required field.

Ship/Delivery Date
The ship/delivery date must be in accordance with the contract specifications.

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 number also provides information regarding the method of payment (IPAC, Check, Credit Card or Deposit Account). Enter the 6-digit BAC that was indicated on the Requisition. This is a required field. (TL)

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.

Pay by Purchase Card
Indicate if the job will be funded by a purchase card instead of IPAC billing or Deposit Account.

Purchase Card Number
Enter 16-digit purchase card number if paying by purchase card. This number is not to appear on the copy submitted to the contractor, only GPO's copy. The 2511 may be submitted without the purchase card number; however, indicate "Call for Purchase Card No." in the block. 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. of Cardholder
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 here – 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**.

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. Only the type of proofs indicated in the contract may be ordered.

- **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 should only be ordered when exact color match on press is necessary. They may not be on actual production stock 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 or simulate Pantone colors on the proofs, but the quality standard to which the contractors will be held is the Pantone Matching System.

- **Prior-to-production samples –** Samples must 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 Department 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 must be in accordance with the contract. 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 time than the additional time that proofs are held.

Quality Level
Enter the quality level indicated in the contract under the terms of the "Quality Assurance Through Attributes Program" (QATAP). For more information, see – **https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf**

Quantity
Number of units of finished product as identified by the finished product in the contract (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.

Furnished Electronic Media
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**.

Other Gov't Furnished Materials (GFM)
Indicate what GFM is being furnished other than Electronic Media (e.g., camera ready copy, films, photos, distribution lists, dies, etc.).

Press Sheet Inspection
If a Press Sheet Inspection (PSI) is to be performed at the contractor's plant per the contract, 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".

Trim Size
In accordance with the contract specifications, enter finished trim size of the product. For printed books and pamphlets give printing dimension in inches first when the book/pamphlet is closed. Give horizontal printing dimension first.

Cover Paper
Enter the type or grade, JCP code, color, and weight of paper to be used for cover per contract specifications.

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 per contract specifications (gloss, dull, or satin; varnish, aqueous, or UV (ultraviolet) coating; etc.).

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.

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.

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 per contract specifications.

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 185). 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.) per specifications.

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.

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.

Fold-In Paper
Enter type or grade, JCP code, color, and weight of paper to be used for fold-ins.

Color of Fold-In Inks
Enter color of ink to be used fold-ins (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**.

No. of Fold-Ins
Indicate the number of fold-ins or inserts (such as charts, maps, illustrations, etc.) which are not a part of the text, that are to be tipped or bound into the book.

Size of Fold-Ins
Enter the size of the fold-in in inches when flat. Enter the horizontal dimension first.

Stitch
Indicate which type of stitching is required per contract specifications.
- **ULC –** Staple in the upper left hand corner (ULC).
- **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.

Binding
Indicate which type of binding is required per contract specifications.

- **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.
- **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.
- **Trim 4 sides –** Trimmed four sides and not bound. Often intended for insertion into a 3-ring binder.
- **Other –** If binding specified by the contractor is not one of the options provided on the form, indicate what it is in this space.

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.

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.

Drill
- **No. of Holes –** Enter number of holes to be drilled/punched.
- **Diam. –** Enter diameter of holes.
- **Side –** Which side of the document are the holes to be punched?

- **Inches Center-to-Center –** Specify distance between holes (measurement from the center of one hole to the center of the next hole, in inches).

- **Center of holes –** Measure the distance of the center of the hole from the edge of the sheet.

- **Pos. –** Enter position of holes (e.g., top, left, etc.).

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

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

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

QTY Per Container
Indicate a specific quantity that is required in the container.

Pallets Required
Publications going to a warehouse generally require containers to be packed on pallets. GPO Contract Terms specifies the type of pallet the contractor is to use. Special pallet requirements will be stated in the contract specifications.

Additional Information
Indicate any special information or instructions needed to supplement data for the order. Do not use this space for information for which ample room is provided elsewhere on the Print Order. 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 2511 (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.

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 Shipping Instructions for GPO Copies
For Form 3868, Notification of Intent to Publish, go to this website **https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/3868.pdf**.

- **Depository Receiving Section –** If GPO has indicated their intent to order Depository rider copies, enter quantity and item number (e.g., 0100-A-01). Failure to order riders as instructed by GPO could result in additional makeready costs for the ordering agency.

- **Depository File Copies –** If GPO has indicated their intent to order copies for Library of Congress (i.e., File rider copies), enter quantity. Failure to order riders as instructed could result in additional makeready costs for the ordering agency.

- **IES Copies –** If GPO has indicated their intent to order International Exchange System (IES) rider copies, enter quantity. Failure to order riders as instructed could result in additional makeready costs for the ordering agency.

- **Sales –** If GPO has indicated their intent to order Sales or Subscription Stock rider copies, enter quantity and Requisition number(s). Failure to order riders as instructed could result in additional makeready costs for the ordering agency.

- **Stock No. –** If GPO has indicated their intent to order Sales or Subscription rider copies, enter furnished sales stock number.

- **Sub. ID No. –** If GPO has indicated their intent to order Sales or Subscription List ID rider copies, enter sales subscription ID number.

- **ISBN No. –** If GPO has indicated their intent to order Sales or Subscription rider copies, enter furnished publication's ISBN (International Standard Book Number).

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

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

Phone No.
Insert the telephone number of the person who is to be contacted for additional information.

Authorizing Signature
The Print Order must be signed by a person who is authorized to obligate funds for the agency. Agency authorization must be on file at GPO. Go to https://www.gpo.gov, click on "How To Work With Us", click on "Circular Letters", open Circular Letter 1023 for instructions and signature Form. Note: GPO cannot award a contract without an approved signature authorization.

Title
Enter title of person whose signature is authorizing the Print Order.

Date Sent to Contractor
Enter the date the order was sent to the contractor (or made available for pickup). This determines the contract schedule per contract specifications.