

GPO 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 *

NOT FOR CONTRACTOR	BILLING ADDRESS CODE (BAC) *	AGENCY LOCATION CODE (ALC)	APPROPRIATION CHARGEABLE/OBLIGATION NO.		
	Pay by <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	EMAIL OF PURCHASE CARDHOLDER		TREASURY ACCT. SYMBOL (TAS)	
	LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)				

SPECIFICATIONS	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	QUALITY LEVEL	QUANTITY (unit of finished product)
	FURNISHED ELECTRONIC MEDIA <input type="checkbox"/> Files to be sent via FTP or Email <input type="checkbox"/> CD/DVD (QTY)		OTHER GOVT. FURNISHED MATERIALS	PRESS SHEET INSPECTION <input type="checkbox"/> No. of Hours Notice		TRIM SIZE X
	COVER PAPER	COLOR OF COVER INKS	COVER COATING TYPE	PAPER COVERS (Self) <input type="checkbox"/> (Separate) <input type="checkbox"/>	INDICATE WHICH COVERS PRINT 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
	TEXT PAPER	COLOR OF TEXT INKS	TEXT COATING TYPE	NUMBER OF TEXT PAGES	PRINT <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 X	
	STITCH <input type="checkbox"/> ULC <input type="checkbox"/> SIDE <input type="checkbox"/> SADDLE	BINDING <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				

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 Printing Office, Documents Warehouse 8660 Cherry Lane, Laurel, MD 20707
_____ (QTY) US Government Printing Office Depository Receiving Section 44 H St., NW, Loading Dock Washington, DC 20401 Marked: Depository Copies Item No. _____	_____ (QTY) Library of Congress US/Anglo Division U.S. Government Documents Section 101 Independence Ave., SE Washington, DC 20540-4274 Marked: Depository File Copies	_____ (QTY) Marked for "Sales" Req. No. _____ _____ (QTY) Marked for "Subscription Stock" Req. No. _____ <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.)

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



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