

# SF 1 PRINTING AND BINDING REQUISITION

To the PUBLIC PRINTER Please furnish the following:

FROM (Department or Government Establishment)				JACKET NO. (Assigned at GPO) <div><input type="checkbox"/> Red <input type="checkbox"/> Black</div>				REQUISITION NO.																
APPROPRIATION CHARGEABLE/APPLICABLE LAW				BILLING ADDRESS CODE (BAC)				DATE																
TITLE				QUALITY LEVEL				FORM NO.																
QUANTITY (Units of finished products)				FINISHED PRODUCT (Check One) <div><input type="checkbox"/> Books or Pamphlets   <input type="checkbox"/> Blank Forms (Sheets)   <input type="checkbox"/> Sets   <input type="checkbox"/> Pads or Tablets   <input type="checkbox"/> Other (Specify)</div>				CLASSIFICATION																
THIS ORDER RIDES (Department)				(Requisition No.)				(Jacket No.)																
STRAP WITH REQUISITION NO.																								
PAPER STOCK AND INK	Text	FIRST CHOICE (Grade, color, and basis weight)				SECOND CHOICE (If any)				COLOR(S) OF INK														
	Cover																							
	OTHER (Specify)																							
COMPOSITION	FURNISHED (Magnetic Tape) <div><input type="checkbox"/> Direct Drive   <input type="checkbox"/> Other</div>				(Negatives)				(Camera Copy)				(Manuscript)				(Shoot Printed Copy)				PREVIOUS JACKET/REQ. (If reprint)			
	TEXT TYPE (Point, Face, Leaded/Solid)				DISPLAY TYPE (Face)				MARGINS (After trim) Picas/inches <div>Back/Left   Top   Other</div>				FOL. LIT.				FORMS MUST REGISTER				TYPEWRITER SPACING			
	TYPE PAGE WIDTH (Picas) <div>No. of Cols.   Col. Width</div>				TYPE PAGE DEPTH (Include running head but not bottom folio)				ILLUSTRATIONS (Total)				PICK UP FROM: Jacket No.   Req. No.				RESTORE TO ORIGINAL JACKET				HOLD REPRODUCIBLES (Specify)(Negs,type mag tape) Weeks			
PRESS AND BINDERY	PRINT ONE SIDE ONLY	HEAD TO HEAD	HEAD TO FOOT	OTHER	COVER PRINTS <div>1   2   3   4</div>				EMBOSS	RULING (Print or Bindery)	PERFORATE	SCORE	Position				NUMBER (Inclusive) TO				Color of ink			
	SIZE FLAT (Inches) FORMS, SETS, PADS <div>X</div>				FOLD TO <div>X</div>				SIZE TRIMMED PAGE (Inches) BOOKS/PAMPHLETS <div>X</div>				PAGES				FOLDINS/INSERTS				PAPER COVERS (Self) (Separate)			
	WIRE STITCH (Side)	(Saddle)	(No.)	PASTE ON FOLD	LOOSELEAF	ADHESIVE BOUND	SEW	CASE BOUND	(Material and Color)				STAMP TITLE Cover	(Bindery) Spine	Gold	Im. Gold	Ink (color)							
	PAD/SETS (Gum)	(Stitch)	(Pos.)	(Sheets in Pad)	(Sets in Pad)	(Sheets in Set)	PUNCH/ DRILL	(Shape)	(No. of holes)	(Diam.)	(Inches Center to Center)				(Pos.)	ROUND CORNERS (No.) (Position)								
	GATHER (Explain)								CARBON INTERLEAVE	INDEX (Cut)	(Tab)	(Bleed)				LIP DIVIDERS (Height of Lip)				(Width of cut 1/5 etc.) (Pos.)				
PROOFS AND DELIVERY	REQUESTED PROOF DATE				PROOF SETS (Galley) (Page)		DEPT.HOLD (Workdays) (Galley) (Pages)		PROOFS TO															
	REQUESTED DELIVERY DATE				KRAFT WRAP	SHRINK FILM	BAND IN SETS	SUITABLE	OTHER PACKAGING (Specify)				QUANTITY IN PACKAGE				PACK IN CARTONS				B/L FURNISHED			
	DELIVER TO																							

ADDITIONAL INFORMATION

FOR ADDITIONAL INFORMATION CONTACT (Name and Telephone Number)

BILLING ADDRESS (If BAC has not been assigned)

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 (Rev. July 1979)  
Prescribed by GPO  
Title 44 of the U.S. Code Control No. 1-111

(Authorizing Signature)

(Title)

USAPPC V3.00

<b>CONTROL RECORD</b> NAVEXOS-3926				SCHEDULE	REV. SCHEDULE
<b>PROOFS, ETC.</b>					
TO BUREAU				DATE	
TO GPO					
<b>REMARKS</b>					
<b>SHIPMENT INFORMATION</b>					
GBL NO.	DATE	QUANTITY	FROM (CITY)	TO (DESTINATION)	VIA (CARRIER)