



# FORMS PRINTING SPECIFICATIONS

Requisition No.	Record No
Date prepared	

## GENERAL DESCRIPTION

Title

INFORMATION SHEET FOR THE ALLOWANCE (kit)

Form No. SC ISP-3008AE	Dated 2016-05-02	Stock Number	U I	Quantity
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<input checked="" type="checkbox"/> Flat	<input type="checkbox"/> Set	<input type="checkbox"/> Continuous	<input type="checkbox"/> Tab card	<input type="checkbox"/> Tag	<input type="checkbox"/> Label	<input type="checkbox"/> Sales book	Other
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## MATERIAL - (Paper, card stock, carbon etc.)

Dimensions	Trim size	Wide	X	High	Stub size	Tear out	Wide	X	High
	8.5"			11"					

PAPER (State grade, type, colour, basis weight and reference to applicable CGSB standard.)

20lb white paper, Black ink  
- 4 page booklet  
- Flat size 17" x 11"  
- Folded size - 8.5" x 11", then fold again to 8.5" x 5.5" (must be folded with title out)  
- Print 2 sides, Head to Head

Carbons	Recessed	Protruding	
<input type="checkbox"/> Black <input type="checkbox"/> Blue Other	Inches	Inches	
Narrow	Uncarbonized	Write test requested?	No. of sets
<input type="checkbox"/> Right <input type="checkbox"/> Left Inches	<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Top <input type="checkbox"/> Bottom	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## PRINTING - (As specified in the attached copy)

<input type="checkbox"/> One side	<input checked="" type="checkbox"/> Head to head	<input type="checkbox"/> Tumble	<input type="checkbox"/> Head to side	Ink colour	Proofs requested (No. & type)
				Black	1
Serial numbers	Ink colour	Crash	Individual parts		
From To		<input type="checkbox"/> Crash <input type="checkbox"/> Individual parts			

Size of margins	Front:	Top	Left	Back:	Top	Left
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## CONSTRUCTION

Perforate
Collate/Gather

Punching	Top	Bottom	Right	Left	No. of holes	Diameter	C-C	<input type="checkbox"/> Round	Other				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Binding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wire	Sew	Side	Score	Saddle	Fold	Crimplock	Pad in	Band in
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Stub	<input type="checkbox"/> Rigid	<input type="checkbox"/> Flexible	<input type="checkbox"/> Controlled glue line	<input type="checkbox"/> Fugitive glue	Position
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## PACKAGING - EMBALLAGE

<input type="checkbox"/> Wrap	<input type="checkbox"/> Box	<input type="checkbox"/> Bag	Pads	Sets	Sheets	Packages
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## FORM WILL BE COMPLETED BY

<input type="checkbox"/> Hand	<input type="checkbox"/> Typewriter	<input type="checkbox"/>
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ENTER ADDITIONAL INFORMATION ON A SEPARATE SHEET	Prepared by	Approved by
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