



# FORMS PRINTING SPECIFICATIONS

|                                    |           |
|------------------------------------|-----------|
| Requisition No.                    | Record No |
| Date prepared<br><b>2017-06-13</b> |           |

## GENERAL DESCRIPTION

Title

Old Age Security file folders

|                               |                              |                                     |                                   |                              |                                |                                     |                 |
|-------------------------------|------------------------------|-------------------------------------|-----------------------------------|------------------------------|--------------------------------|-------------------------------------|-----------------|
| Form No.<br>SC ISP-1645       | Dated<br>2017-06-13          | Stock Number                        | U I                               | Quantity                     |                                |                                     |                 |
| <input 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<br>folder |

## MATERIAL - (Paper, card stock, carbon etc.)

|            |           |      |   |      |           |          |      |   |      |
|------------|-----------|------|---|------|-----------|----------|------|---|------|
| Dimensions | Trim size | Wide | X | High | Stub size | Tear out | Wide | X | High |
|------------|-----------|------|---|------|-----------|----------|------|---|------|

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

Panels: 2 - Ink: Black  
Stock: Index Bristol 220M, white or equiv.  
Material must not be waxy/slippery  
Flat size: 19" wide x 14 3/8" high  
Fold to: 9.5" wide x 14 3/8" high - back panel is 9.5" wide x 15 1/4" high (tab at bottom - see sample)

Score for expansion: 4 x 1/4" on front panel  
Corners: rounded at top left/right and bottom right of tab (see sample)  
Fasteners: 2 heat seal fasteners - 2 1/2" capacity - top center on left inside panel and centered on inside right panel along spine  
  
Call Tiffany Ladouceur 819-654-4152 if specs are not clear.

|   |   |  |             |
|---|---|--|-------------|
| 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 type="checkbox"/> Head to head | <input type="checkbox"/> Tumble | <input type="checkbox"/> Head to side                                    | Ink colour<br>Black | Proofs requested (No. & type)<br>1 proof |      |
| Serial numbers<br>From            | To                                    | Ink colour                      | <input type="checkbox"/> Crash <input type="checkbox"/> Individual parts |                     |  |      |
| Size of margins                   | Front:                                | Top                             | Left   | Back:               | Top                                      | Left |

## 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                 |                          |                          |                                |                          |                          |                          |        |         |

## PACKAGING - EMBALLAGE

|                               |   |                              |      |     |      |        |          |
|-------------------------------|---|------------------------------|------|-----|------|--------|----------|
| <input type="checkbox"/> Wrap | <input checked="" type="checkbox"/> Box | <input type="checkbox"/> Bag | Pads | 100 | Sets | Sheets | Packages |
|-------------------------------|---|------------------------------|------|-----|------|--------|----------|

## FORM WILL BE COMPLETED BY

|  |                                     |                                  |             |
|--|-------------------------------------|----------------------------------|-------------|
| <input type="checkbox"/> Hand          | <input type="checkbox"/> Typewriter | <input type="checkbox"/>         |             |
| ENTER ADDITIONAL INFORMATION ON PAGE 2 |                                     | Prepared by<br>Tiffany Ladouceur | Approved by |

ADDITIONAL INFORMATION

Please send 5 sample folders to:

Tiffany Ladouceur  
Forms Design and Development Unit  
140 Promenade du Portage  
PDC, room 1D123  
Gatineau, QC K1A 0J9