



# FORMS PRINTING SPECIFICATIONS

Requisition No.	Record No
Date prepared <b>2017-07-20</b>	

## GENERAL DESCRIPTION

Title

Canada Pension Plan file folders

Form No. SC ISP-1644	Dated 2017-07-20	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 folder

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

Dimensions	Trim size	Wide	X	High	Stub size	Tear out	Wide	X	High
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PAPER (State grade, type, colour, basis weight and reference to applicable CGSB standard.)

Panels: 2 - Ink: Black

Stock: Index Bristol 220M, Manilla colour

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 right and bottom right of tab (see sample)

Fasteners: 2 heat seal fasteners - 2 1/2" capacity - in position as shown on sample.

Die cutting-dimensions from lower right

die-cut at 15/16" from bottom for 9 1/2"

horizontal-die cut 3/4" from bottom for

extra 1 5/16" see page 2

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 Black	Proofs requested (No. & type) 1 proof	
Serial numbers 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
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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 PAGE 2	Prepared by Tiffany Ladouceur	Approved by
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ADDITIONAL INFORMATION

Reinforced bottom tab die-cut with 14/16" wide  
for 9 1/2"  
Continuous reinforcing inside front and back.

Call Tiffany Ladouceur 819-654-4152 if specs are not clear.

Please send 5 sample folders to:

Tiffany Ladouceur  
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Gatineau, QC K1A 0J9