



FORMS PRINTING SPECIFICATIONS

Requisition No.	Record No
Date prepared	

GENERAL DESCRIPTION

Title

Form No.	Dated	Stock Number	U I	Quantity
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Flat
 Set
 Continuous
 Tab card
 Tag
 Label
 Sales book
 Other

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.)

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	Proofs requested (No. & type)
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Serial numbers	To	Ink colour	<input type="checkbox"/> Crash <input type="checkbox"/> Individual parts
From			

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	Wire	Sew	Side	Score	Saddle	Fold	Crimplock	Pad in	Band in
	<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

ENTER ADDITIONAL INFORMATION ON PAGE 2	Prepared by	Approved by
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ADDITIONAL INFORMATION