



# FORMS PRINTING SPECIFICATIONS

Requisition No.	Record No
Date prepared <b>2020-12-02</b>	

## GENERAL DESCRIPTION

Title

Double Window Envelope with Service Canada logo, Lettermail Indicia

Form No. SC ISP-0610	Dated 2020-09-02	Stock Number	U I	Quantity
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<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 Envelope
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## MATERIAL - (Paper, card stock, carbon etc.)

Dimensions	Trim size	Wide X	High	Stub size	Tear out	Wide X	High
	9.5"		4.25"				

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

24 LB Natural Kraft  
Full glue straight flap - 1 3/8"  
Top window -  
Size: 3 1/2" x 3/4"  
Position: Left 3/4" Bottom 2 3/4"

Bottom Window -  
Size: 4 3/4" x 1 1/8"  
Position: Left 3/4" x Bottom 7/8"  
Use one piece of window film.  
  
Outside seams  
Print black on front and flap  
  
DO NOT DOUBLE STACK ENVELOPES IN BOXES.

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	
Serial numbers	To	Ink colour	<input type="checkbox"/> Crash <input type="checkbox"/> Individual parts			
From						
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	2000 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	Approved by
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ADDITIONAL INFORMATION