



# FORMS PRINTING SPECIFICATIONS

Requisition No.	Record No
Date prepared 2021-02-02	

## GENERAL DESCRIPTION

Title

Old Age Security file folders

Form No. SC ISP-1645	Dated 2021-02-02	Stock Number	UI	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 file 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)					Score for expansion: 4 x 1/4" on front panel Corners: rounded at top left/right and bottom right of tab Fasteners: 2 heat seal fasteners - 2 1/2" capacity - top center on left inside panel and left centered on inside right panel				
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 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	Crimpplock	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"/>	
ENTER ADDITIONAL INFORMATION ON PAGE 2		Prepared by	Approved by

ADDITIONAL INFORMATION