	Government of Canada	Gouvernement du Canada	**FORMS PRINTING SPECIFICATIONS**	Requisition No.	Record No
				Date prepared	

GENERAL DESCRIPTION

Title

Form No.	Dated	Stock Number	U I	Quantity

☐ 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

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

Carbons	Recessed	Protruding
☐ Black ☐ Blue Other	Inches	Inches

Narrow	Uncarbonized	Write test requested?	No. of sets
☐ Right ☐ Left Inches	☐ Right ☐ Left ☐ Top ☐ Bottom	☐ Yes ☐ No	

PRINTING - (As specified in the attached copy)

☐ One side	☐ Head to head	☐ Tumble	☐ Head to side	Ink colour	Proofs requested (No. & type)

Serial numbers From	To	Ink colour	☐ Crash ☐ 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	☐ Round Other
	☐	☐	☐	☐				

Binding					Wire	Sew	Side	Score	Saddle	Fold	Crimplock	Pad in	Band in
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐		

Stub

☐ Rigid   ☐ Flexible   ☐ Controlled glue line   ☐ Fugitive glue   Position

PACKAGING - EMBALLAGE

☐ Wrap   ☐ Box   ☐ Bag   Pads   Sets   Sheets   Packages

FORM WILL BE COMPLETED BY

☐ Hand   ☐ Typewriter   ☐

ENTER ADDITIONAL INFORMATION ON PAGE 2	Prepared by	Approved by

GC 068 (10-06) E

ADDITIONAL INFORMATION

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