	Government of Canada	Gouvernement du Canada	**FORMS PRINTING SPECIFICATIONS**	Requisition No.	Record No
				Date prepared	
				2021-07-21	

GENERAL DESCRIPTION

Title

Double Window Envelope with Service Canada logo, Lettermail Indicia and 2D barcode

Form No.	Dated	Stock Number	U I	Quantity
SC ISP-0610	2021-07-21			

☐ Flat	☐ Set	☐ Continuous	☐ Tab card	☐ Tag	☐ Label	☐ Sales book	Other
							Envelope

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 9/16"
Straight flap with 3/16" double score
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
☐ 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)
				Black	1

Serial numbers		Ink colour		
From	To		☐ 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	2000 Sets	Sheets	Packages

FORM WILL BE COMPLETED BY

☐ Hand	☐ Typewriter	☐

ENTER ADDITIONAL INFORMATION ON PAGE 2	Prepared by	Approved by

ADDITIONAL INFORMATION

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