



FORMS PRINTING SPECIFICATIONS

Requisition No.	Record No
Date prepared 2021-01-22	

GENERAL DESCRIPTION

Title

Regional Return Envelope

Form No. SC ISP-8036	Dated 2017-01-17	Stock Number	U I	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 Envelope

MATERIAL - (Paper, card stock, carbon etc.)

Dimensions	Trim size	Wide	X	High	Stub size	Tear out	Wide	X	High
	8.75"			5"					

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

Paper: 24 LB Natural Kraft or 24lb white paper with artline/security tint

Printing: on face, back and flap

Construction: Outside side seams

Flap: Full glue Commercial flap

Note: These specs are for all the following regional return envelopes:

SC ISP-8036-CHT, EDM, FDT, HLF, IO-OTT, PEI, SCB, STJ, TMN, VCT, WPG and QUE

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	Proofs requested (No. & type)
				Black	1
Serial numbers	Ink colour	Crash	Individual parts		
From To		<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
Binding	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Wire Sew Side Score Saddle Fold Crimplock	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Pad in	Band in	
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"/>	ENTER ADDITIONAL INFORMATION ON PAGE 2	Prepared by	Approved by
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ADDITIONAL INFORMATION

Envelopes must have adequate opacity to ensure confidentiality of envelope content.