



FORMS PRINTING SPECIFICATIONS

Requisition No.	Record No
Date prepared 2021-10-15	

GENERAL DESCRIPTION

Title

ISP Double Window Envelope with Service Canada logo

Form No. SC ISP-0603	Dated 2021-10-15	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.)

Paper: 24 LB Natural Kraft or 24lb white paper with artline/security tint
Printing: Face and Flap
Construction: Inside seam
Flap: Commercial flap 1 1/4, Full glue

Top window size - 3 3/4" x 3/4"
Top window location - 3/4 from left margin 2 11/16" from bottom of envelope

Bottom window size - 5" x 1 1/8"
Bottom window location - 3/4" from left margin 7/8" from bottom of envelope edge

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 <input type="checkbox"/>	Sew <input type="checkbox"/>	Side <input type="checkbox"/>	Score <input type="checkbox"/>	Saddle <input type="checkbox"/>	Fold <input type="checkbox"/>	Crimpplock <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	500	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

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