



FORMS PRINTING SPECIFICATIONS

Requisition No.	Record No
Date prepared 2020-01-17	

GENERAL DESCRIPTION

Title

Double window envelope 9.5" wide x 6" high

Form No. SC ISP-0601	Dated 2016-06-02	Stock Number	U I	Quantity 300,000
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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	9.5"	Wide	X	6"	High	Stub size	Tear out	Wide	X	High
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PAPER (State grade, type, colour, basis weight and reference to applicable CGSB standard.)

Paper: 24lb Natural Kraft or 24lb white paper with artline/security tint
Prints on: Face & Flap
Flap: Full Glue Commercial Flap
Window: Use one piece of film

Window sizes: First window: 3 3/4" X 13/16" high
Second window: 3 3/4" X 1 1/2" high
Window locations:
First window: 3/4" from left edge and 4 3/16" from bottom edge
Second window: 1" from left edge and 1 5/16" from bottom 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	Sew	Side	Score	Saddle	Fold	Crimplock	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	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 Tiffany Ladouceur	Approved by
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ADDITIONAL INFORMATION

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