



# FORMS PRINTING SPECIFICATIONS

Requisition No.	Record No
Date prepared <b>2019-10-16</b>	

## GENERAL DESCRIPTION

Title

Envelope 9 x 5 3/4 window

Form No. SC ISP-0602	Dated 2016-09-14	Stock Number	UI <b>500</b>	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

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

Dimensions	Trim size	9"	Wide	X	5 3/4"	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.)  
One Window Envelope  
Paper: 24lb Natural Kraft or 24lb white paper with artline/security tint  
Prints on: Face, back and flap  
Commercial flap "v" shape, full glue  
Tip of flap to be 2"

Window material: Avpexine  
Window size: 3.5" wide x 1.5" high  
Window location: 1" from left edge  
1 1/4" from bottom window to bottom of envelope.

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 Proof	
Serial numbers	Ink colour	Crash	Individual parts			
From	To					
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"/>	
ENTER ADDITIONAL INFORMATION ON PAGE 2		Prepared by Tiffany Ladouceur	Approved by

#### ADDITIONAL INFORMATION

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