



# FORMS PRINTING SPECIFICATIONS

Requisition No.	Record No
Date prepared <b>2020-10-19</b>	

## GENERAL DESCRIPTION

Title

ISP Window Envelope 9.5 x 12

Form No. SC ISP-8044	Dated 2020-10-19	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
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## MATERIAL - (Paper, card stock, carbon etc.)

Dimensions	Trim size	9.5"	Wide	X	12"	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.)  
Construction: Open side, side seams  
Paper: Recycled Sand or Natural 48M or 24lb white paper with artline/security tint  
Prints on: Face and flap  
Full Glue Pictorial Flap with rounded corners

Window Material: Avpexine  
Window size: 2" high x 4.25" wide  
Location: 2 1/4" from left edge, 5/8" from bottom

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	<input type="checkbox"/> Crash <input type="checkbox"/> 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	Crimpplock	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	Approved by
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#### ADDITIONAL INFORMATION

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