



FORMS PRINTING SPECIFICATIONS

Requisition No.	Record No
Date prepared 2023-05-30	

GENERAL DESCRIPTION

Title Service Canada Window Envelope #10

Form No. SC-ADM-2127-EDM	Dated	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

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

Dimensions	Trim size	Wide X	High	Stub size	Tear out	Wide X	High
		9 1/2	4 1/8				

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

Construction: Open side, Outside Side Seam,
Paper: 24Lb Natural Kraft Envelope
Flap: 1 1/4" Commercial, full glue

Window: Size: 1 1/8" x 4 1/2"
Location: 5/8" from left, 3/4" from bottom

Address:
Service Canada
P.O. Box 2710
Main P.O.
Edmonton, AB T5J 2G4
Case postale 2710
Stn Main
Edmonton (Alberta) T5J 2G4

See Page 2 for Front & Back Print Sample

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 checked="" type="checkbox"/> Head to head	<input type="checkbox"/> Tumble	<input type="checkbox"/> Head to side	Ink colour Black	Proofs requested (No. & type) PDF	
Serial numbers From	To	Ink colour Black	<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	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"/>	<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	Sets	Sheets	Packages 500
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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 Ian Williamson	Approved by
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ADDITIONAL INFORMATION



**Service
Canada**
P.O. Box 2710
Main P.O.
Edmonton, Alberta T5J 2G4


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Stn Main
Edmonton (Alberta) T5J 2G4

Canada

CANADA PENSION PLAN - RÉGIME DE PENSIONS DU CANADA
 OLD AGE SECURITY - SÉCURITÉ DE LA VIEILLESSE

ENGLISH 1-800-277-9914

FRANÇAIS 1-800-277-9915



1000W

Envelope size #10 4 1/8" x 9 1/2"

OS ☒ OE ☐ DSS ☒ OSS ☐ CS ☐ XB ☐ HE ☐

Paper 24# Natural Kraft

Window size 1 1/8" x 4 1/2"

Window position 5/8"L 3/4"B

Colour(s) ☒ ☐ ☐ ☐ ☐

PMS# Black