

**GOVERNMENT PRINTING OFFICE REGIONAL PRINTING
PROCUREMENT OFFICES**

REGION 1

GPO Regional Printing Procurement Office
John F. Kennedy Federal Building
Center, Room 612
328 Boston, MA 02203-0001

Phone: 617-565-3161 FTS: 835-3161

REGION 6

GPO Regional Printing Procurement Office
Old Post Office Building Government
815 Olive Street, Room
St. Louis, MO 63101

Phone: 314-425-4371 FTS: 279-4371

REGION 2 (I)

GPO Regional Printing Procurement Office
Southampton Office Park
928 Jaymore Road, Suite A-190
Southampton, PA 18966
Phone: 215-364--6465 FTS: 8-215-364-6465
Philadelphia does not have direct FTS available; to dial FTS include area code

REGION 2 (II)

GPO Regional Printing Procurement Office
201 Varick Street, Room 752
New York, NY 10014
Phone: 212-620-3321 FTS: 660-3321

REGION 3 (I)

U.S. Government Printing Office
Rapid Response Center (Procurement)
1st and N Streets SE, Building 136
Washington, DC 20403
Phone: 202-755-2110 FTS: 755-2110

REGION 3 (II)

GPO Regional Printing Procurement Office
11836 Bunker Boulevard, Suite 400
Newport News, VA 23606
Phone: 804-873-2800 FTS: 8-804-873-2800
Hampton does not have direct FTS available,
to dial FTS include area code

REGION 4

GPO Regional Printing Procurement Office
R.B. Russell Federal Office Building
75 Spring Street SW, Room 222
Atlanta, GA 30303
Phone: 404-331-5198 FTS: 242-5198

GPO Satellite Printing Procurement Office
L. Mendel Rivers Federal Building
334 Meeting Street, Room 122
Charleston, SC 29403
Phone: 803-724-4137 FTS: 677-4137

REGION 7

GPO Regional Printing Procurement Office
U.S. Courthouse & Federal Office Building
1100 Commerce Street, Room 3D4
Dallas, TX 75242

Phone: 214-767-0451 FTS: 729-0451

GPO Satellite Printing Procurement Office
Building 1552, Door Two
Kelly Air Force Base, TX 78241
Phone: 512-229-4775 FTS: 730-4775

GPO Satellite Printing Procurement Office
U.S. Customs House
423 Canal Street, Room 310
New Orleans, LA 70130
Phone: 504-589-2538 FTS: 682-2538

GPO Satellite Printing Procurement Office
Building 206, L-55
Tinker Air Force Base, OK 73145-5000
Phone: 405-231-4146 FTS: 736-4146

REGION 8

GPO Regional Printing Procurement Office
Denver Federal Center
Building 53, Room D-1010
Denver, CO 80225
Phone: 303-236-5292 FTS: 776-5292

REGION 9 (I)

GPO Regional Printing Procurement Office
Federal Office Building
15000 Aviation Boulevard, Room 2W26
Lawndale, CA 90261-1087

Phone: 213-297-1650 FTS: 984-1650

GPO Satellite Printing Procurement Office
Federal Building
880 Front Street, Room 2-S-16
San Diego, CA 92188-0016
Phone: 619-293-6390 FTS: 895-6390

REGION 5 (I)

GPO Regional Printing Procurement Office
610 South Canal Street, Room 1051
Chicago, IL 60607
Phone: 312-353-3916 FTS: 353-3916

REGION 9 (II)

GPO Regional Printing Procurement Office
Building 99, Treasure Island
San Francisco, CA 94130
Phone: 415-974-0847 FTS: 454-0847

REGION 5 (II)

GPO Regional Printing Procurement Office
Federal Building
200 North High Street, Room 614
Columbus, OH 43215
Phone: 614-469-6884 FTS: 943-6884

REGION 10

GPO Regional Printing Procurement Office
4735 East Marginal Way South
Seattle, WA 98134
Phone: 206-764-3726 FTS: 446-3726

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EXHIBIT II

**GUIDE FOR PREPARATION OF STANDARD FORM 1
(PRINTING AND BINDING REQUISITION)**

The following instructions are intended as a basic guide to completing the Printing and Binding Requisition, Standard Form 1. Contact your Printing Officer or liaison personnel at the Government Printing Office (GPO) for clarification of technical questions. Paragraph numbers refer to the corresponding sections on the illustration. All applicable sections must be filled in accurately before the requisition can be processed.

1. Insert the number of the requisition in sequence of release. If a requisition is canceled DO NOT use the same number again.
2. Insert name of department or Government agency and bureau or office originating the requisition.
3. Insert the date on which requisition is prepared.
4. Enter the appropriation symbol number, expenditure account, allotment, object classification, bureau control number, etc., and/or state whether publication is required by specific provision of law, authorized by the Office of Management and Budget, etc.
5. Enter the six-digit Billing Address Code (BAC) assigned your agency by GPO. If none has been assigned, see item 63.
6. To be initialed by that person in the ordering bureau or office having authority to commit funds.
7. Enter the full title of the product except when in conflict with security regulations. Do not use generalized descriptions.
8. Enter the quality level requested under the terms of the Quality Assurance Through Attributes Program. The primary responsibility for assigning levels rests with the ordering agency; if none is requested, however, the GPO will establish one and notify the agency.
9. Insert form number if one is required.
10. Under "Quantity" insert the number of units of finished product and indicate under "Finished Product" the description of the units shown. A unit is the completely assembled product, such as a pad, kit, book, or pamphlet. For

instance, do not give the total number of items comprising a set, but only the number of sets. Quantities for the individual items should be listed under "Additional Information" or on a separate specification sheet.

11. Enter Secret, Confidential, Official Use Only, Dated Periodical, Current Work, etc., when applicable.

12. If this requisition is a rider (i.e., an order for additional copies of an item ordered on another requisition or print order), indicate the originating department, the requisition number, the print order number, if appropriate, and, if available, the GPO jacket number assigned to that requisition.

13. This space is used only when there is a requirement for critical coordination of the production and delivery of different but related items ordered on separate requisitions. For example, a publication ordered on one requisition may be of no value to the user without a form which has been ordered on another requisition. In this case, the two requisitions would be coordinated, or "strapped" in order to have the publications and forms printed and shipped to the user simultaneously. Enter the number of the requisition(s) with which this order will be "strapped."

14. Enter description of paper for text, cover, and/or other parts of product such as: foldins, inserts, etc.; color, type or grade; substance (basis weight); and Joint Committee on Printing (JCP) Code Number in that order. Paper selections must be made from the listing approved by the JCP for the requested usage. Enter your second choice of paper, if any, where indicated. Enter, where appropriate, the color or colors of ink (and number) required. Do not simply state "blue" or "red"; when possible, give commercial manufacturer's numbers to be matched (i.e., PMS).

15. If you are providing magnetic tape, check whether it is direct drive (compatible with GPO electronic-photocomposition equipment) or other (requiring a conversion program). If you are providing negatives, camera copy, manuscript, or printed copies to shoot, enter the number of negatives, folios, or pages in the appropriate space.

16. If the product has been printed by or through GPO before, insert the last jacket and requisition numbers.

17. Indicate size and face of type desired for body or text; specify whether leaded or solid. Enter description of type for display matter such as side heads, center heads, and chapter headings.

18. Indicate top and back (binding) margins desired. The GPO will establish appropriate margins if not indicated.

19. If this space is checked, the printer will "follow literally" the spelling, punctuation, capitalization, abbreviation, etc., in accordance with the manuscript as submitted.

20. Check if accurate registration is required for multiple copy forms. If the form must register with another form previously printed, attach a copy of the printed form marked "for register purposes only."

21. Indicate whether typewriter spacing is critical in the design of the form.

22. Enter overall width of type page in picas, the number of columns to the page, and the width of columns in picas.

23. Enter depth of body of text in picas. If the publication is to have a running head, this is included in the total page depth. Do not include bottom page folios.

24. Indicate total number of illustrations to be used.

25. If reproducibles from a previous printing are to be used, and are being stored by GPO under a jacket and requisition number other than the last printing (see item 16), enter that jacket and requisition number.

26. When stored reproducibles are used by other than the originating agency, they must be restored to the original jacket for the balance of the unused storage period. Therefore, if you have been authorized to borrow reproducibles, indicate in this space.

27. If you want GPO to store the reproducibles from this job, specify what kind of materials are to be stored and the number of weeks they are to be held. Reproducibles, except type, will be stored in multiples of 10-week periods. Type will be stored in multiples of 13-week periods. All reproducibles will be destroyed, without notice to the ordering agency, upon expiration of the storage period. Storage may be extended by submission of a requisition or print order at

least 30 days prior to the expiration date. This box is also used to indicate whether the reproducible are to be returned to you or destroyed. If they are to be returned, give a full return address under "Additional Information."

28. Check whether you desire printing on one side only, both sides head to head, head to foot, or other. If other, elaborate under "Additional Information."

29. Indicate which cover pages will print.

30. Check if embossing is desired. The law limits embossed stationery to the use of certain officials only.

31. Indicate if ruling is required. This applies to ledger and similar forms.

32. Indicate whether perforating and/or scoring will be required and the position of same.

33. For serially numbered jobs, specify the first and last number desired. The job should be designed so that printing and numbering may be done in one operation and in the same color of ink. If not, specify the color of ink desired for numbering.

34. For forms and other flat sheet printing, show dimensions in inches with horizontal printing dimensions first. If direction of printing differs on the face and back, the face printing will control the dimensions. on lipped cards or sheets the overall measurement should be given, including the lip.

35. For folded forms, flyers, etc., give the folded dimensions of the sheet with the horizontal printing dimension first. When unusual or complicated folding is desired, a sample or dummy should be submitted to show the exact folding requirements with the folds labeled in sequence (A to A, etc.).

36. For printed books and pamphlets, give horizontal printing dimension first.

37. If known, enter the exact number of pages in the finished product. This figure should include any blank pages.

38. Indicate number of foldins or inserts (such as charts, maps, illustrations, etc.), not a part of the text, that are to be tipped or bound into the book.

39. Applies to pamphlets and similar work. Indicate in appropriate box whether self-cover (i.e., the cover is of the same stock as text) or separate cover (i.e., the cover is of a stock different from text). If separate cover, be sure to indicate cover stock in item 14. A self-cover is more economical.

40. Check method of stitching desired, and indicate the number of stitches to be used. Generally, publications through 96 pages are saddle stitched; books and pamphlets of over 96 pages and up to approximately 7/811 in thickness are side stitched; those over 7/811 in thickness or requiring flat opening are sewn or adhesive bound.

41. In many cases, pasting of small pamphlets is more economical than wirestitching. When pasting is acceptable it is suggested that an X be placed in both items 40 (Saddle) and 41 (Paste) with the word "Or" inserted between. The GPO will then use the method which is most economical for that particular job.

42. Indicate if a trim-four-sides looseleaf product is desired. Indicate drilling or punching requirements under item 48. Note that a perforate-on-fold, looseleaf-type product can be specified under item 32.

43. Indicate whether adhesive ("Perfect") binding is desired.

44. Indicate whether sewing is desired. Sewing is more expensive than either wirestitching or adhesive binding.

45. Indicate whether case binding is required, as well as the kind and color of binding material.

46. Applies to casebound books covered with fabrikoid, buckram, cloth, or similar materials or binders, certificates, etc. Check the location of stamping and whether gold (used on leather) or imitation gold or ink (specify color) is desired.

47. If padding is required, indicate whether grommed or stitched. Pads will be gummed or stitched at the top unless indicated otherwise in the position (Pos.) box. Enter the number of sheets per pad. If sets are being padded, list the number of sets in a pad and the number of sheets in each set. (Snapouts/multiforms should be ordered on Standard Form 1-C).
48. Indicate if punching or drilling is required and (a) shape of punch, (b) how many holes, (c) their diameter, (d) center to center distance between holes, and (e) distance from centerline common to all of the holes to the closest edge of the sheet.
49. Specify number and position of round corners, such as "114 corners" or "upper right and left," etc.
50. Specify order of gathering of sheets in a set, such as original, duplicate, triplicate, etc., or white, pink, yellow, etc.
51. Indicate if carbon interleaves are required within pads or sets of a form. (If carbonless paper is required, specify under item 14.)
52. Indicate type of index, if any, desired. "Cut" refers to indexes having a portion of the text pages cut out so that the outer edge of the index tab is flush with the trimmed edge of the book. This is also known as "Thumb" index. "Tab" refers to index tabs extending beyond the trimmed edge of the page. "Bleed" refers to any index wherein the index listing is placed on the cover or an inside page with locator marks bleeding off the edge and corresponding to similar marks in the text.
53. Indicate the height of lip (1/211, etc.). The width of each cut is expressed as a fraction of the total number of tabs that can be cut out of the full depth of a sheet (1/4, 1/6, etc.). Under position (Pos.): If less than a full bank (one complete row) is required, list the positions wanted (1, 2, 3, etc.). If more than one bank or row is desired, list the total number of tab positions required.
54. Specify date proof is requested. No entry required unless proof is needed on or before a certain date because of special requirements. When proofs are required, GPO will set up a production schedule in accordance with the requested delivery date and the number of days that the proof(s) will be held by the originating bureau or office. Under "Proof Sets," give the number of sets of galley and/or page proofs required. An additional charge is made by GPO when more than four sets of offset or type proofs are specified on in-house work. "Dept. Hold" is to be filled in whenever proofs are required. If proofs are held for a longer period than originally agreed by the originating bureau or office, delivery will be delayed usually for considerably more than the additional time that proofs are held. Under "Proofs To," give the complete name and address for delivery of proofs, including room number.
55. Specify when delivery of order is required. Note that for procurement purposes the "delivery date" automatically becomes the "ship date."
56. Check or specify the type of packaging desired. If "Suitable" is checked, packaging will be accomplished in accordance with commercial practices.
57. The unit of quantity of finished product given under item 10 must be used as a basis for packaging.
58. Check to see if exterior cartons are required.
59. Indicate if Government Bill of Lading (GBL) is furnished to GPO by the originating agency.
60. Give complete shipping address; (e.g., Department or Agency; name of constituent organization; bureau; regional, territorial, area, field or other office; division or section; number and street; name of building; room number; city, state, and zip code). Return addresses for camera copy, negatives, magnetic tapes, etc., should be indicated under "Additional Information." If a distribution list is necessary, supply four copies with the requisition.
61. Indicate any special information (such as surcharge or overtime authorized), additional specifications, or instructions needed to amplify data in the items of the requisition. DO NOT use this space for information for which ample room is provided elsewhere on the requisition. DO NOT use this space for instructions that should be on the copy such as indentions, running heads, percentage of reduction, etc. If additional instructions are carried on a separate sheet, indicate "see instruction sheet" in this space.

62. Insert the name and telephone number of the person or persons who may be contacted for additional information regarding this job.
63. Insert the agency billing address only if a billing address code (BAC) has not be assigned by GPO (see item 5).
64. Affix signature and title of person duly authorized to sign the requisition. Said authorization must be on file (via memo) with GPO, Planning Service Division.