

BASIC PRINTING CHECKLIST (FOR AGENCY USE)

DOCUMENT NAME:	NO. OF COPIES:	SIZE:
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PAPER (specify paper for both text and cover of book if applicable):

Text: _____ Cover: _____

FINISHED PRODUCT TO BE: all single-sided all double-sided mixed, exactly per original sample
 mixed, per special instructions: _____

DOCUMENTS TO BE INDIVIDUALLY BOUND, IF APPLICABLE:

Stapled Rubber Banded: Saddle-stitched: Mechanically (GBC): Thermal Bound:

Shrink Wrapped: Plastic Coil: Perfect Bind:
 (_____ documents/pkg.) (Specify Size: _____)

<input type="checkbox"/>	Colored Ink (specify color)	<input type="checkbox"/>	Typesetting
<input type="checkbox"/>	Gathering	<input type="checkbox"/>	Artwork
<input type="checkbox"/>	Slip Sheets	<input type="checkbox"/>	Pressure Sensitive Tape
<input type="checkbox"/>	Tab dividers (specify 3/bank;5/bank)	<input type="checkbox"/>	Die Cutting
<input type="checkbox"/>	Folding (give instructions):	<input type="checkbox"/>	Boxing other than Factory
<input type="checkbox"/>	Exact Reprint	<input type="checkbox"/>	Padding: _____ sheets/pad
<input type="checkbox"/>	MICR Consecutive Numbers	<input type="checkbox"/>	Pattern Carbon
<input type="checkbox"/>	Guaranteed No Missing MICR Numbers	<input type="checkbox"/>	Bar Coding
<input type="checkbox"/>	Gothic Consecutive Numbers	<input type="checkbox"/>	“Void” Feature
<input type="checkbox"/>	Guaranteed No Missing Gothic Numbers	<input type="checkbox"/>	Modifications/Alterations
<input type="checkbox"/>	Drilling or Punching (1 to 4 holes)	<input type="checkbox"/>	Perforations / Scoring Perpendicular: <input type="checkbox"/> Parallel: <input type="checkbox"/>
<input type="checkbox"/>	Camera Ready Copy	<input type="checkbox"/>	Composition
<input type="checkbox"/>	Diskette Provided	<input type="checkbox"/>	Multiple Shipments
<input type="checkbox"/>	Output from Disk	<input type="checkbox"/>	Rush Charge
<input type="checkbox"/>		<input type="checkbox"/>	

Additional Instructions:
