

PUBLICATIONS AND DISTRIBUTION REQUEST FORM

All Shaded areas for Publications and Distribution use only.

1. Person to Contact	Telephone No.	FAX No.	Routing Symbol	2. Oper. Admin.	Date Submitted	3. Schd. Compl. Date	4. Req. Number
5. Type of Service Requested (<i>Check the following</i>)						<input type="checkbox"/> RUSH/SURCHARGE Authorized to meet date.	
<input type="checkbox"/> PRINTING <input type="checkbox"/> DISTRIBUTION <input type="checkbox"/> DIGITAL PRE-PRESS <input type="checkbox"/> ON-LINE PUBLICATIONS							
6. Title or Description of Services (<i>See item 22 for additional or special instructions</i>)							TASC No.
							Date
7. Pages (<i>Not Sheets</i>) of Material Submitted			8. Quantity (<i>Units of Finished Product</i>)			Finished Product Type	
Cam. Copy	Negs/Pos.	Photos	Elect. Media <input type="checkbox"/> Zip* <input type="checkbox"/> CD ROM*	Total No. of Pgs.	<input type="checkbox"/> Books or Pamphlets	<input type="checkbox"/> Envelopes	<input type="checkbox"/> Business Cards
					<input type="checkbox"/> Folders	<input type="checkbox"/> Brochures	<input type="checkbox"/> Pads or Tablets
					<input type="checkbox"/> Posters	<input type="checkbox"/> Other (<i>Specify</i>) _____	
* Electronic Media-Supply "Desktop Publishing Disk Information" (Form 952)					Printing Completion Date		
					Date	Initials	
					Distrib. Completion Date		
					Date	Initials	
9. Appropriation Number				10. OA Est. Cost	TASC Est. Cost	TASC Actual Cost	

Printing and Binding Instructions

11. Type of Paper	Kind (<i>Include Color of Stock</i>)	Sub.	Finished Size	12. Color of Ink	PMS No.
Text			<input type="checkbox"/> 8-1/2" x 11" <input type="checkbox"/> Other		
Cover			<input type="checkbox"/> 8-1/2" x 11" <input type="checkbox"/> Other		
Other (<i>Specify</i>) _____					
13. Proofs Wanted <i>Indicate Kind</i>			14. Print		15. Fold To _____ x _____
<input type="checkbox"/> YES <input type="checkbox"/> Blueline <input type="checkbox"/> Colorkey <input type="checkbox"/> NO <input type="checkbox"/> Cromalin <input type="checkbox"/> Other _____			<input type="checkbox"/> One Side Only <input type="checkbox"/> Head to Foot <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Side (<i>See Sample</i>)		<input type="checkbox"/> Perforated <input type="checkbox"/> Trim 4 Side <input type="checkbox"/> Paste
Proofs Hold Time _____ (Workdays)					
16. Press Sheet Inspection		Binding		Units of _____	
<input type="checkbox"/> YES <input type="checkbox"/> NO OA Attending Press Sheet Inspection <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> Upper Left (1) <input type="checkbox"/> Perf Bound <input type="checkbox"/> Loose Leaf <input type="checkbox"/> Side (2) <input type="checkbox"/> Saddle <input type="checkbox"/> Speedy Seal		<input type="checkbox"/> Shrinkwrap <input type="checkbox"/> Other _____	
17. Drilling			Negatives: <input type="checkbox"/> Destroy <input type="checkbox"/> Hold		
<input type="checkbox"/> 3 Ring Binder <input type="checkbox"/> Other: _____			<input type="checkbox"/> Return to: _____		

Delivery and Distribution Instructions

18. Delivery Instructions	<input type="checkbox"/> By Mail Messenger <input type="checkbox"/> Call Exten. _____		<input type="checkbox"/> Deliver to Distribution Services	Deliver According to	
				<input type="checkbox"/> Following Data <input type="checkbox"/> Attached List/Disk	
19. Distribute To	Washington Headquarters	Field	Mailing Lists	Fold To:	Copies
					8 1/2 x 5 1/2
					8 1/2 x 3 5/8
					Speedy Seal
					Self Mailer
	<input type="checkbox"/> Copies to IDS	<input type="checkbox"/> Distribute on Rcpt. of Work	<input type="checkbox"/> Distribute When Notified	<input type="checkbox"/> For Instructions Call: _____	
Dist. Clear					

Digital Pre-press Instructions

Special Instructions:

21. On-Line Publications Instructions

Include in On-Line Publications System? YES NO Customer Provided: Camera Copy Zip Disk/CD ROM (*Please furnish in TIFF or PDF format only.*)
 URL Website, <http://lsddc.dot.gov>

22. Additional or Special Instructions for Printing, Distribution, Digital Pre-press and On-Line Publications. (*Submit attachment if necessary*)

23. It is certified that this work is authorized by law and necessary to the conduct of the business of this organization, and the illustrations ordered are necessary and relate entirely to the public business.

Requesting Office (<i>Signature</i>)	Routing Symbol	24. Approving Official (<i>Signature</i>)	Routing Symbol
	Date		Date