PRINTING/REPROGRAPHIC REQUEST

Submit original plus 2 COPIES

CHECK IF CLASSIFIED ☐ CONF ☐ SECRET ☐ EXAM

1. JOB NUMBER	FY 2004	PLANT 7603	2. BILLING/JOB NO.	SUBPLANT No. 72CG	3. AUTH CODE

4. DATE OF REQUEST	5. DATE REQUIRED	8. DESCRIPTION (Title, Form No.,etc.)
6. NO. OF COPIES	7. NO. OF ORIGINALS	

9. PAPER: (IF NOT STANDARD WHITE BOND)
Text:

10. COLOR OF INK: (IF NOT BLACK INK)

11. COVER:

19. REMARKS:

12. FINISHED SIZE
☐ 8 1/2 X 11 ☐ OTHER

13. PRINT
☐ ONE SIDE ☐ HEAD TO HEAD ☐ HEAD TO FOOT

14. MARGINS (inches)
☐ AS COPY ☐ OTHER

15. ASSEMBLY
☐ COLLATE ☐ STACKS

16. DRILL OTHER
☐ 3-HOLE LEFT ☐ 2-HOLE TOP

17. STAPLES/STITCH
☐ 1 ULC ☐ 2 LEFT ☐ SADDLE

18. ☐ TOP ☐ GBC
☐ PAD ☐ LEFT ☐ TAPE BIND

20. RETURN TO CUSTOMER
DISK ☐ HARDCOPY ☐
DISK RETURN SIGNATURE:

21. DELIVERY INSTRUCTIONS
CALL:

FORT HOOD E-MAIL ADDRESS (ONLY)

22. DAPS ESTIMATE ☐
INITIAL _____ $ _____

23. GPO ESTIMATE ☐
INITIAL _____ $ _____

COPYRIGHT NOTICE:

I certify that I understand the laws pertaining to copyright material and none of the material submitted violates those laws.

24. REQUESTOR (Name & Signature) PHONE

25. ACTIVITY/OFFICE | BLDG.

26. FUNDING AUTHORIZATION (Name & Phone)

27. IM AUTHORIZATION (Name & Phone)

FOR PRODUCTION PERSONNEL ONLY

PROCESS				BILLING		PROCESS				BILLING	
INT	TITLE/NO.	ACTUAL UNITS	WORK UNIT	PRICE	ACTUAL AMOUNT	INT	TITLE/NO.	ACTUAL UNITS	WORK UNIT	PRICE	ACTUAL AMOUNT
	DUP ORG 200		IMP	.25			CONTRACT GPO 600		COST	COST	
	ORIGINAL CHG. 201		IMP	.00							
	NON DAPS ONLINE 202		IMP	.036							
	DAPS ONLINE 203		FILE	.032							
	SPECIALITY FINISH 204		FILE	.012							
	SPECIAL WORK 208		1 MIN	1.30			SELF SVC EQUIP 702		COST	+8%	
	PUNCH/DRILL 250		UNIT	.41			COST PLUS PRICING 710		COST	+6%	
	STITCH 251		IMP	.29			COST-PER-PLUS 711		COST	+5.5%	
	FOLD-MACH 254		SH	.08			PAPER PLAIN BOND 730		SH	.0057	
	PADDING 255		100 SH	.34			PAPER (3 HOLES) 731		SH	.0062	
	HAND ASSEMB 265		H/P	.074							
	BOND, WHITE 270		SH	.0057			STANDARD COLOR 210		81/2X11	.49	
	BOND (3 HOLES) 271		SH	.0062							
	BOND, COLOR 272		SH	.0110							
	PARCH/INDEX 273		SH	.0349							
	CARBONLESS 275		SH	.0360							
	CRACK-N-PEEL 290		SH	.210							
	ENVELOPES 291		ENV	.080							

JOB RECEIVED	DATE	DATE COMPLETED	ESTIMATED COST	INIT DATE	ACTUAL TOTAL COST