

PURCHASE ORDER-MULTI-PART FORMS

US GOVERNMENT PRINTING

OFFICE

Philadelphia Regional Printing

Procurement Office

928 Jaymore Road, Suite A-190

Southampton PA 18966-3820

Address Questions to the Contract Administrator Listed Below

Quotations are due by: 11:00 AM on 01/05/2009

Submit FAX Quotes to (215) 364-6465

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

DATE		JACKET NO 504-536		COST \$		ADDED RATE \$ per		OBJECT CLASS 2432		
TITLE SINGLE LINE ITEM CONSUMPTION / REQUISITION DOC.				FORM NO 5000-47		BAC		DISCOUNT % days		
CONTRACTOR'S CODE		NAME OF AGENCY AND REQ NO. DEFENSE AUTOMATED PRINTING SERVICE-9-02156			CONTRACTOR TO: <input type="checkbox"/> PICKUP(AT DEPT.) <input checked="" type="checkbox"/> PICKUP (AT GPO) <input type="checkbox"/> RECEIVE FURNISHED MATERIAL BY 01/05/2009 <input type="checkbox"/> SHIP <input type="checkbox"/> DELIVER (To arrive at destination)					
QUOTATION REQUEST ONLY Include Contractor Code with Quotation					0 COPIES BY <input type="checkbox"/> SHIP COMPLETE <input checked="" type="checkbox"/> DELIVER COMPLETE (To arrive at destination) BY 01/20/2009					
					<input checked="" type="checkbox"/> F.O.B DESTINATION <input type="checkbox"/> F.O.B CONTRACTORS CITY/ORGIN					
					QUANTITY ('Plus or Minus') <input type="checkbox"/> 10% Not to exceed 25,000 set 75000 <input type="checkbox"/> None <input type="checkbox"/> Plus none, minus 1% <input type="checkbox"/> 2 samples <input type="checkbox"/> Plus one set of films					
FINISHED PRODUCT		<input checked="" type="checkbox"/> Single Stub <input type="checkbox"/> Double Stub <input type="checkbox"/> Carbon interleaved set		STUB LENGTH (inches) 7-3/8		STUB 1/2 to 1" (Internal glue,paste,or gum)		DETACHED SIZE (inches) 7-3/8 X 3-1/4"		
<input checked="" type="checkbox"/> Carbonless paper sets		<input checked="" type="checkbox"/> Spot Carbon <input type="checkbox"/> (Other)								
Part NO.	PAPER- To be Furnished by Contractor-Basis: 500 Sheets 17 x 22			TYPE OF CHANGE		COLOR OF INK		PRINTS HEAD TO	STUB POSITION	
	COLOR	<input type="checkbox"/> Surface tint	Kind	SUB. NO.	Face	Back	Face			Back
1	White		CT Carbonless-CB	13.5-15			Black		NO	TOP
2	White		CT Carbonless-CFB	14-17			Black		NO	TOP
3	Green		CT Carbonless-CFB	14-17			Black		NO	TOP
4	Blue		CT Carbonless-CFB	14-17			Black		NO	TOP
5	Pink		CT Carbonless-CFB	14-17			Black		NO	TOP
6	Yellow		CT Carbonless-CFB	14-17			Black		NO	TOP
7	Buff		CT Carbonless Tag CF	7.5 pt.			Black		NO	TOP

Seven (7) part carbonless snap set. All parts print the same image. Part to part registration required. Two (2) lines of typematter print in the stub area. **DO NOT STRIP IN GPO IMPRINT LINE.** Forms are to be boxed in units of 500 with a Warehouse Unit of Issue label on each box.

The following is a requirement of these specifications:
IF NOT PROVIDED BY THE GOVERNMENT:
 Contractor must make and return a complete set of digital files in Portable Document Format (PDF) created by scanning the original sample copy page(s). This file is to be transferred to CD-Rom and delivered back to DAPS along with required samples and the supplied GFM at the completion of this order. The cost for creating these files and supplying the CD should be included in the overall cost of the order.

MARGINS Approx.(Inches)	Head	Foot	Left	Right	NUMBER from _____ in _____ ink on _____
<input checked="" type="checkbox"/> Follow sample/copy	Face				
	Back				

CARBON PAPER Black Blue Dual Purpose Thin tissue None missing List Missing numbers Crash numbering acceptable

AND REMOVAL
 Carbon coating must cover
 Full stub length 5/8" inch short at Top Bottom Left Right
 Carbon copies must be clear and legible on all parts when forms are filled in by-
 Pencil Manual/Electric Typewriter Ballpoint Pen

UNIT PACKING Wrap Shrink Film Pack Box Tie BAnd
 Suitable In units of 500
 Pack per shipping container Pallets required

Include on all labels: Stock No: _____

PUNCH OR DRILL Parts Only Parts and Carbons No Yes (indicate margins,carbon coverage,etc.)

No Holes	Diameter (inches)	Inches C. to C.	Location-To center hole	proofs will be withheld
			Center holes in _____ dimension	not more than 0 workdays from receipt by the Government to receipt

Send Deliver proofs and all furnished material to:
 Agency at address indicated in the Distribution section below.

Pads of _____ sheets/sets each. Pad on the _____ side
 U. S Government Printing Office at address listed in upper left corner.

GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) applies.

Reports of Fraud, Waste, and Abuse can be made in strict confidence to the GPO Inspector General toll-free National Hotline 1-800-743-7574.

Page 1 of 2 NEGOTIATED PURSUANT TO 41 U.S.C. 5(1)

THE PUBLIC PRINTER

JACKET: 504536

Requisition: 9-02156

Certified By:

Reviewed By

By _____

MATERIAL FURNISHED TO CONTRACTOR Camera Copy Negatives Manuscript Reprint (Contractor to set same or similar) Type and rule
 Approx. Typelines, Horizontal and Vertical lines One reproduction proof(image size 7-7/8x 6-1/8) for shipping container labels

1 CD-R; 2 previous sample; Camera copy for Warehouse Unit of Issue label; Delivery Instructions; Labeling & Marking Specs., GPO 905 label --reproduce on Yellow stock.

This job must be BOXED. NO SCOTCH OR PLASTIC ADHESIVE TAPE MAY BE USED TO SEAL BOXES.

Warehouse Unit of Issue labels must be affixed to the outside of BOX. It may be placed on the ends of the packages, if possible, or on the face of package in the lower left area of the package. Camera ready label art is provided to produce this label. This label art may be reduced in size to fit the package, as long as the type remains legible.

Contractor must follow furnished labeling and marking specifications (GPO Form 905). Reproduce Unit of Issue labels for each kraft wrap package at approximately 3-1/4 X 5-1/2.

Print on 50 Lb. White Offset Book or better or 110 Lb. White Index. On packages smaller than label size, package will require chipboard backing the same size as the label.

Carton labels require a GPO 905 label. Carton labels must include Title, Stock Number, Form Number, Control Number and Quantity. Labeling and Marking Specifications must be followed.

Reproduce GPO 905 label (L&M Specs.) on white, yellow, green, pink stock. 20 Lb. writing or equal. BOX in units of 500 SETS plus (1) Unit of Issue label for each package.

PACKING: Pack in shipping containers not exceeding the dimensions listed below. Fully packed cartons must not exceed 70 Lbs. and have a bursting strength of 275 psi. Standard unit of issue product sizes should meet the following carton and pallet size criteria:

Height: 11 to 12-1/2 inches, Length: 11 to 11-1/2 inches, Width: 17-1/2 X 18 inches
 Exceptions to the above dimensions would be lithographs and oversize publications.

PALLETS: Pallets are required for all destinations receiving 10 or more shipping containers. Failure to properly palletize may be cause for re-palletizing at contractor expense.

Pallets must meet the following requirements to be used with the Standard Warehouse Operating System in the distribution warehouse in St. Louis.

Length: 48 inches
 Width: 40 inches
 Entry: Three or four way
 Material: Wood

NOTE: Uniform cartonization required. Cartons are to contain equal amounts of Units of Issue. There may be one 1 carton with an odd amount, which will be placed on the top of the first skid with its lesser quantity clearly marked. Failure to properly cartonize units-of-issue boxes or packages will result in refusal at the warehouse. Contractor will be required to retrieve cartons, recartonize properly and re-ship to Warehouse at Contractor expense.

DISTRIBUTION See Attached Distribution List

Department of the Army -- 75,000 SETS (150 bOXES)
 US Army Services & Operations Agency -- Media Distribution Div.
 1655 Woodson Road, St. Louis, MO 63114-6128
 Return Originals, CD-R and 3 new printed samples to BY TRACEABLE MEANS TO: DAPS, 700 Robbins Ave., Bldg. 4D, Philadelphia, PA 19111-5094 --
 ATTN: James Cwikla Failure to deliver GFM back to the agency may be cause to delay payments.

Certified for National Defense Under DMS Reg. 1 or DPS Reg. 1 Rated DO-0-9 Attachments A,B

In strict accordance with your telephone Quotation/	Dated
Your Contract Administrator is:	Written By: Call: (215) 364-6465 NO COLLECT CALLS