1. REQ. NO. (ACT NO. GSA ONLY)		**REQUISITION FOR REPRODUCTION SERVICES** *(See Instructions on Back of Part 6)*	**THIS SECTION FOR PLANT USE ONLY**		
			SHOP JOB NO.		
2. BLANKET REQ. *(Period covered)*			**CHARGE(S) FOR SERVICES**		
FROM	TO		IN PLANT 01 $	OUT PROC 12 $	TOTAL COST $

3a. ORDERING OFFICE *(Complete mailing address, include ZIP Code)*	4. DATE OF ORDER	5. DATE REQUIRED AT DESTINATION
	6. APPROPRIATION AND ALLOTMENT CHARGEABLE	
3b. PERSON TO CONTACT *(Name and Telephone number)*	7. BILLING ADDRESS CODE (BOAC)	8. CUSTOMER CONV. CODE *(GSA Only)*

9. TYPE OF SERVICE *(Check all that apply)*

- ☐ PRINTING/BINDING
- ☐ ADDRESS/MAILING
- ☐ DISTRIBUTION
- ☐ ELECTRONIC PREP./DESIGN
- ☐ ELECTRONIC REPRODUCTION
- ☐ GRAPHIC ARTS *(Atlanta Only)*
- ☐ OTHER *(Specify)*

10. DESCRIPTION OF SERVICES AND/OR MATERIAL TO BE REPRODUCED *(i.e., Form No. and title, name of pamphlet or brochure, etc.)*

11. SPECIFICATIONS

a. QUANTITY REQUIRED	b. NO. OF PAGES SUBMITTED	c. PAPER AND INK					
		COVER			TEXT		
		TYPE AND COLOR	WEIGHT	INK COLOR	TYPE AND COLOR	WEIGHT	INK COLOR

d. PRINT			e. COMPLETED SIZE			f. MARGINS					g. FOLD TO:	h. ASSEMBLE
						FRONT		BACK		OTHER		
☐ ONE SIDE	OTHER *(Specify)*		☐ 8-1/2 X 11"	☐ 17" X 22"		TOP	LEFT	TOP	LEFT	☐ PER ART		☐ AS FOLIOED
☐ HEAD TO HEAD			☐ 8-1/2 X 14"	OTHER *(Specify)*						☐ PER		☐ AS PAGED
☐ HEAD TO FOOT			☐ 11" X 17"								____ X ____	☐ PER DUMMY

12. BINDERY

a. TYPE		b. STAPLE(S)		c. PAD	d. PUNCHING			
☐ SADDLE STITCH	☐ PLASTIC COMB	☐ TOP		NUMBER OF SHEETS PER PAD	☐ TOP		☐ RIGHT SIDE	
☐ SIDE WIRE	☐ HOT TAPE	☐ LEFT SIDE			☐ BOTTOM		☐ LEFT SIDE	
☐ PERFECT	☐ OTHER *(Specify)*	NO. OF STAPLES			NO. OF HOLES	DIAMETER	C TO C	
☐ LOOSELEAF								

13. PACKAGING

- ☐ SHRINK WRAP
- ☐ BAND
- ☐ TIE

PACKAGE IN SETS OF

14. SPECIAL INSTRUCTIONS *(If additional space is necessary, attach separate sheets and key answers to Item No(s).)*

15. DISTRIBUTION

a. NO. OF COPIES	b. NAME OF PERSON TO WHOM WORK IS TO BE DELIVERED	c. BUILDING	d. ROOM NO.	E. MAIL OR DISTRIBUTE FROM:	
				☐ HANDLIST ATTACHED	☐ LABELS ATTACHED
				☐ PRINTOUT ATTACHED	☐ OTHER *(Specify)*
				☐ DISK ATTACHED	
				☐ MAIL LIST NUMBER/CODE	

16. CERTIFICATION

a. THIS WORK IS AUTHORIZED BY REGULATIONS AND IS NECESSARY TO THE CONDUCT OF OFFICIAL BUSINESS AND THE SPECIFICATIONS ARE THE MINIMUM NECESSARY TO MEET AGENCY REQUIREMENTS	b. GPO WAS CONTACTED AND THEY ADVISED THAT THE WORK WAS NOT COMMERCIALLY PROCURABLE AT A LOWER COST OR WITHIN THE TIME FRAME REQUIRED.	c. THE USE OF MORE THAN ONE COLOR IS IN ACCORDANCE WITH DEPARTMENT REGULATIONS. THE ILLUSTRATIONS USED IN THIS PUBLICATION ARE FUNCTIONAL AND RELATED ENTIRELY TO OFFICIAL BUSINESS.
APPROVING OFFICER DATE	SIGNATURE DATE	APPROVAL *(Signature and Date)*

INSTRUCTIONS FOR COMPLETING GSA FORM 50, REQUISITION FOR REPRODUCTION SERVICES

Item	Action
1., 2., 3a. & 4.	Self-explanatory.
3b.	Enter the name of the individual who has complete knowledge of all particulars concerning the requisition. In the case of errors, omissions, or questions, this item permits direct contact with responsible person.
5.	Do not use "ASAP". Enter the date work must be at destination. This date permits more flexibility in assigning priorities to urgent requests.
6.	The complete appropriation, allotment, and object classification must be shown. Also include in this item the estimated cost of the requested work.
7.	The Billing Office Address Code *(BOAC)* must be shown. This accounting data must be complete and verified for correctness by the requisitioning office.
8. & 9.	Self-explanatory.
10.	Enter a brief but adequate description of the material. This description will aid in locating requisitions when the shop job number is not known.
11a., 11b. & 11c.	Self-explanatory.
11d.	**Print one side** - Self-explanatory. **Print Head to Head** - The top of the form is in the same position on the front and back sides. **Print Head to Foot** - The top of the form on one side corresponds to the bottom of the form on the other side.
11e.	Self-explanatory.
11f.	Show in inches, margins on front and back. (i.e., 1/2" top and 1/2" left) If margins are per artworks or sample, check as appropriate.
11g.	Show in inches, the exact size material to be folded to. (i.e., 8-1/2" x 5-1/2")
11h.	**As folioed (assembled)** - Each page is numbered individually. **As paged** - Assembled by page number on document. **Per dummy** - Sample is attached to show assembly.
12a.	**Saddle Stitch** - Fastening a booklet through the spine with wire. **Side Wire** - Fastening a booklet with wire running through the gathered sheets of paper that are in consecutive order on binding edge. **Per dummy** - Fastening in a booklet where gathered sheets of paper that are in consecutive order are stacked, trimmed, and glued (for example, paperback books.) **Looseleaf** - Marginal allowance for hole punching. **Plastic Comb** - A solid-back comb rolled to make a cylinder of any thickness and inserted through slots punched along the binding side. **Hot Tape** - Tape binding used on electronic publishing equipment.
12b. & 12c.	Self-explanatory.
12d.	Indicate the position and number of holes needed. Show in inches, the diameter and distance center to center.
13.	Self-explanatory.
14.	Plan the arrangement of special instructions in order to avoid confusion or misinterpretation. When special instructions are length, use appropriate headings to separate specific information.
15.	Self-explanatory.
16a.	Signature of approving official to authorize funds.
16b. & 16c.	GSA Printing Officer or Regional Printing Officer; or Regional Printing and Distribution Branch Chief; or other agency authorized official.