

MATERIAL FURNISHED

JOB TITLE			JOB CONTROL NUMBER	
☐ CAMERA COPY _____ ☐ MANUSCRIPT _____ ☐ NEGATIVES _____			☐ MAILING LABELS _____ ☐ PHOTOGRAPH _____ ☐ SLIDES _____	☐ DISKETTE (Complete GPO Form 952) ☐ OTHER _____
REPRINT ☐ YES ☐ NO			FORM OR PUB NO.	

SERVICES REQUESTED

☐ PLANNING CONFERENCE REQUESTED	☐ PHOTOGRAPHY	☐ COPY CENTER	DATE IN	DATE DUE
☐ GRAPHICS	☐ PRINTING	☐ DISTRIBUTION		

GRAPHICS/PHOTOGRAPHY

☐ VUGRAPHS _____ Each Total _____	☐ B&W COPY _____ Total _____	☐ ILLUSTRATION ☐ BROCHURE/FLYER ☐ MASTHEAD/STATIONERY ☐ EXHIBITS (Specify Below)	☐ COVER ☐ LINE ART ☐ FORMS ☐ OTHER (Specify Below)	COLOR	☐ PROOF By _____ Date _____
☐ 35 MM SLIDES _____ Each Total _____	☐ COLOR COPY _____ Total _____	☐ PHOTOGRAPHER (Notes: Date/Time/Location Below) ☐ PASSPORTS ☐ B&W ☐ COLOR ☐ FILM PROCESS ☐ PORTRAIT ☐ PHOTOSTATS ☐ OTHER (Specify Below) PRINT SIZE _____ X _____		GOVERNMENT ESTIMATE COST INITIAL/DATE	WINNING BID COST CODE
☐ CERTIFICATES _____ Total _____	☐ MOUNT ☐ LAMINATE				
☐ NAME TENTS _____ Total _____	☐ POSTER/CHART _____ Total _____ Size _____ X _____				
☐ NAME TAGS _____ Total _____					

PRINTING/COPYING

PAGES OF COPY		QUANTITY		PUNCHING NO. OF HOLES SIZE OF HOLES SPACING		TEXT INK PAPER		BINDING	
PRINT		TRIM SIZE		FOLD TO		COVER ☐ 1 ☐ 2 ☐ 3 ☐ 4 INK PAPER		☐ COLLATE* ☐ TAPE* ☐ STAPLE* ☐ PADDING ☐ PERFECT BOUND ☐ SADDLE STITCH ☐ COMB BINDING* *Inhouse Binding Capability	
☐ ONE SIDE ONLY									
☐ HEAD TO HEAD ☐ HEAD TO FOOT									

DISTRIBUTION/MAILING

DIST. CONTROL NO.	☐ SINGLE MAILING ☐ MULTIPLE MAILING ☐ SINGLE/MULTIPLE MAILING	LABEL SOURCE ☐ FURNISHED LABELS ☐ CHESIRE ☐ PRESSURE SENSITIVE ☐ INK JET ☐ DDS-MAILING LIST NO. _____ ☐ OTHERS	POSTAGE CLASSIFICATION ☐ PRIORITY ☐ FIRST CLASS ☐ SPECIAL FOURTH CLASS ☐ BOOK RATE ☐ OTHER _____
CONTRACTOR'S NAME			

SUPPLEMENTARY INSTRUCTIONS

Operation	Date Rec'd	Date Due	Date Completed
Copying			
Graphics			
Printing			
Distribution			
TOTAL COST OF DUPLICATING			
DOE Badge No.:			

INITIALS ☐ THIS ITEM IS A SCIENTIFIC/TECHNICAL DOCUMENT APPROVED BY PA-1			LOGGED IN BY		
DOE REQUESTOR (Sign - Federal Employee)			RECEIVED BY DATE		
DOE REQUESTOR (Print)			ROUTING SYMBOL	ROOM NO.	PHONE NO.
			ASSIGNED	FY	JOB CONTROL NO.

INSTRUCTIONS

Customer information The requestor, whose signature appears on the reverse side of this form, certifies that:

- He/she is an employee of the Department of Energy. (Contract Personnel do not have signatory authority).
- This project represents official Government Business necessary to carry out an official assignment.
- Work requested is not copyrighted, or if it is copyrighted, a release has been secured and is attached.
- The maximum lead time has been allowed to minimize cost and guarantee quality.

Any document which is classified as a public communication publication, as prescribed within DOE 1340.1B, must be accompanied by a completed and approved DOE F 1340.3, "Request for Public Communications Publication Approval."

Classified Material If this project involves classified data, a detailed transmittal of classified material must be submitted, before work can be accepted.

Classified material can only be submitted through authorized Branch personnel who hold security clearances.

Classified Material Returned to: *(Signature)*

Date: