

MATERIAL FURNISHED

JOB TITLE

JOB CONTROL NUMBER

The fields highlighted in yellow are the key fields for submitting a job: a basic description of the job request (Job Title), a more thorough description of the work needed (Supplementary Instructions), the Date Due, the identity and office information of the job requestor, and a signature to authorize the work.

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

PRINTING/COPYING

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

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: