

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 _____ ☐ 35 MM SLIDES _____ Each Total _____			☐ B&W COPY _____ Total _____ ☐ COLOR COPY _____ Total _____		☐ ILLUSTRATION ☐ COVER ☐ BROCHURE/FLYER ☐ LINE ART ☐ MASTHEAD/STATIONERY ☐ FORMS ☐ EXHIBITS (Specify Below) ☐ OTHER (Specify Below)			☐ PROOF By _____ Date _____																					
☐ CERTIFICATES _____ Total _____ ☐ NAME TENTS _____ Total _____ ☐ NAME TAGS _____ Total _____		☐ MOUNT ☐ LAMINATE ☐ POSTER/CHART _____ Total _____ Size _____ X _____		☐ PHOTOGRAPHER (Notes: Date/Time/Location Below) ☐ PASSPORTS ☐ B&W ☐ COLOR ☐ FILM PROCESS ☐ PORTRAIT ☐ PHOTOSTATS ☐ OTHER (Specify Below) PRINT SIZE _____ X _____			GOVERNMENT ESTIMATE		WINNING BID																				
							COST		COST																				
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PAGES OF COPY		QUANTITY		PUNCHING		TEXT		BINDING																					
				NO. OF HOLES SIZE OF HOLES SPACING		INK PAPER		☐ COLLATE* ☐ TAPE* ☐ STAPLE* ☐ PADDING ☐ PERFECT BOUND ☐ SADDLE STITCH ☐ COMB BINDING*																					
PRINT ☐ ONE SIDE ONLY ☐ HEAD TO HEAD ☐ HEAD TO FOOT		TRIM SIZE		FOLD TO		COVER ☐ 1 ☐ 2 ☐ 3 ☐ 4 INK PAPER		*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																													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Operation</th> <th style="width: 15%;">Date Rec'd</th> <th style="width: 15%;">Date Due</th> <th style="width: 15%;">Date Completed</th> </tr> <tr><td>Copying</td><td></td><td></td><td></td></tr> <tr><td>Graphics</td><td></td><td></td><td></td></tr> <tr><td>Printing</td><td></td><td></td><td></td></tr> <tr><td>Distribution</td><td></td><td></td><td></td></tr> </table>				Operation	Date Rec'd	Date Due	Date Completed	Copying				Graphics				Printing				Distribution									
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☐ THIS ITEM IS A SCIENTIFIC/TECHNICAL DOCUMENT APPROVED BY PA-1																													
DOE REQUESTOR (Sign)				RECEIVED BY			DATE																						
DOE REQUESTOR (Print)				ROUTING SYMBOL		ROOM NO.		PHONE 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: