ANNUAL MAP AND/OR CHART PLANT REPORT

JCP FORM NO. 4 (Rev. 5-65)

Department headquarters shall submit this form in duplicate to the JOINT COMMITTEE ON PRINTING within 60 days after the close of each fiscal year, showing a summary of all work accomplished in the plant.

DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLANT	JCP AUTHORIZATION No.	FOR PERIOD ENDED

PART I.—— COST INFORMATION

ADMINISTRATIVE	
Total salaries of administrative and supervisory personnel (including overtime and annual and sick leave)_____	$_____
DIRECT	
Total salaries of all personnel other than administrative and supervisory engaged in the operation of plant (including overtime and annual and sick leave)_____	_____
Cost of paper, chemicals, negatives, plates, etc., used by plant_____	_____
INDIRECT	
Depreciation of equipment (1% per month of original cost)_____	_____
Amount spent for repairs and maintenance_____	_____
Allowance for space occupied (whether Government-owned or rented), utilities, etc. (14.5 cents per month per square foot of total space occupied)_____	_____
TOTAL COST OF OPERATION_____	$_____

PART II.— PRODUCTION INFORMATION

[For the purpose of this report, press impressions will be used in lieu of 8 x 10½ units]

Size of Press	Number of Presses of Size Indicated	Total Number of Plates Used on Size Indicated	Total Impressions on Size Indicated (Count each color as separate impressions)	Size of Press	Number of Presses of Size Indicated	Total Number of Plates Used on Size Indicated	Total Impressions on Size Indicated (Count each color as separate impressions)

Grand Total of Impressions (all sizes)_____

PREPARED BY *(Person in charge of plant)*	DATE SUBMITTED

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