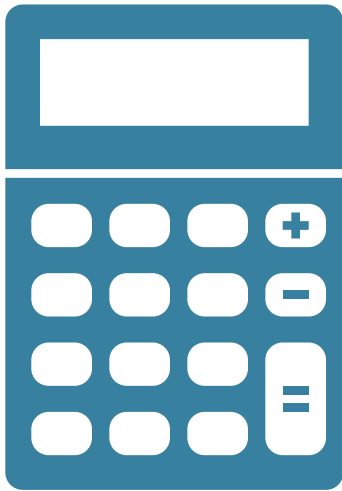


GPO Publication 300.3
(R 5-95) P. 57072-9



GPO Billing Instructions

Involving Purchases of Composition, Printing and/or Binding

These billing instructions are furnished for use in the preparation of your vouchers. By following the instructions you will assist us in processing your vouchers and in expediting payment to you.

These instructions should be retained.



U.S. GOVERNMENT PUBLISHING OFFICE

732 North Capitol Street, NW

Washington, DC 20401-0001

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TABLE OF CONTENTS

Section I: Printing and/or Binding	3
No. 1. Public Voucher for Purchases and Services Other Than Personal, Standard Form 1034.	3
No. 2. Print Order, GPO Form 2511 (R 1-89)	4
No. 3. Receipts To Be Submitted With Standard Form 1034 or Form 2511 as Evidence of Shipment(s)	5
No. 4. Departmental Quality Assurance Copies	6
Section II: Composition	7
General Information	8
Exhibit 1 (Public Voucher for Purchases and Services Other Than Personal)	10
Exhibit 1a (Public Voucher for Purchases and Services Other Than Personal)	11
Exhibit 2 (U.S. Bill of Lading)	12
Exhibit 3 (Certificate of Conformance)	13
Exhibit 4 (Print Order)	14
Exhibit 5 (Assembling and Addressing)	15

SECTION I: Printing and/or Binding

No. 1.

Public Voucher for Purchases and Services Other Than Personal, Standard Form 1034.

(You may use your own invoice form if you provide all the information requested below. For the purposes of these Billing Instructions, you may substitute “your own invoice form” every time “**Standard Form 1034**” or “**1035**” appears.)

This is your billing form. This form must be completed by you in accordance with the following instructions:

- (a) Prepare one copy of **Standard Form 1034**. (See *Exhibit 1*.)
- (b) If this form does not have sufficient space to identify the items ordered, either Standard Forms 1035, Public Voucher for Purchases and Services Other Than Personal (Continuation Sheet), or the contractor’s invoice may be used to identify the items ordered and operations performed. This itemization of the charges must be attached to **Standard Form 1034**. (See *Exhibit 1a*.)
- (c) **Date voucher prepared:** This is the date you prepare the **Standard Form 1034**.
- (d) **Requisition number and date:** The ordering department’s requisition number and date, if available, is used.
- (e) **Payee’s name and address:** Full name and address of the firm which produced the work (i.e., firm name, street name and number, city, state, and zip code).

This is not your payment address. All checks in payment of invoices are mailed by an automated payment system to the address you furnish with your first bid to the Government Publishing Office or to the mailing address you furnished to our Printing Procurement Department. Payment address changes must be requested on your letterhead and must be mailed to the Comptroller (FMCE), U.S. Government Publishing Office, Washington, DC 20401, or telefax to **202.512.0992** or **202.512.0993**.

The Government Publishing Office offers Electronic Funds Transfer (EFT) through the Treasury Department’s Automated Clearing House. If you wish to participate in this program, follow the instructions provided in your Bidders Kit or contact the Comptroller at **202.512.0816** or any of our Regional Printing and Procurement Offices.

NOTE: If you have selected EFT as your method of payment, you must prominently display the symbol “EFT” in the lower righthand corner of the payee’s name and address box (see *Exhibit 1*). This will aid our Office of Financial Management in expeditiously processing your vouchers and making timely payments.

FURTHER NOTE: Since your EFT funds will be directly deposited to your account in the financial institution of your choice, we suggest you use the address where you would like to receive any payment correspondence from our office.

- (f) **Discount terms:** Cash discount, if offered, either as part of the contract or for accelerated payment on the Standard Form 1034, must be included in this box.

NOTE: Accelerated payments will be considered for special processing as long as the new discount terms equal or exceed the terms offered as part of the contract or the existing Treasury rate, whichever is greater, on a prorated basis. In order to qualify for an accelerated payment, the invoice must generate a minimum discount of \$100.00 per order.

- (g) **Payee's account number:** Contractor's invoice number, if used, must be included here for proper reference on the payment check stub or EFT addendum. (This is not the Government Publishing Office order number.)
- (h) **Shipped from-to-etc.:** After the words "Shipped from," indicate shipping point (such as the name of the city from which shipment is made). After the word "To," the destination. If more than one destination, the word "Various" must be used. Show after the word "Weight," the weight of the shipment. After the words "Government B/L No.," the Government bill of lading number must be entered. If more than one shipment is involved, the destinations, weights, and bill of lading numbers must be listed on a separate sheet. If there are no Government bills of lading involved, leave blank.
- (i) **Number and date of order:** Government Publishing Office purchase order number and the date of the order.
- (j) **Date of delivery or service:** Date of shipment or service. If more than one shipment is made, each shipping date must be shown.
- (k) **Articles or service:** The title of the job or description of the article purchased, jacket number, print order number, if any, or any other pertinent information concerning the description of the materials or services furnished, must be shown.
- (l) **Quantity:** Actual quantity shipped for which acceptable receipts are submitted. (See paragraph No. 3 below for description of acceptable receipts.)

Unit Price — Amount (cost and per): Cost of each article or cost per thousand, etc., multiplied by the quantity delivered must be shown unless there is no unit price on bid and acceptance form. Also submit an itemization of charges identifying each operation performed by contract number if program work is being billed.

NOTE: Do not fill in lower part of **Standard Form 1034**, as this part will be completed by the Government Publishing Office.

No. 2. Print Order, GPO Form 2511 (R 1-89)

This is the billing form for Term Contracts when provided to you as the ordering document. Simply fill in the spaces on the bottom of the form and submit the whole form with necessary receipts and/or the itemized bill, if required. The balance of section I applies to billings on **GPO Form 2511**. (See *Exhibit 4*.)

No. 3.

Receipts To Be Submitted With Standard Form 1034 or Form 2511 as Evidence of Shipment(s) Made Under Composition and Printing and/or Binding Contracts:

- (1) Any of the forms listed below, properly filled out, signed, and dated, will be accepted as evidence of shipment:
 - (a) Memorandum copy of Government bill of lading (Standard Form 1103a), signed and dated by the carrier on the date the material is picked up. The date must be the actual pickup date. (See *Exhibit 2*.)
 - (b) U.S. Postal Service certificates of mailings (see Section 931, Domestic Mail Manual) or other form evidencing payment of postage which may be acceptable by the Contracting Officer, properly filled out, stamped, and initialed or signed by the postmaster or a Postal Service clerk. These forms must show the amount of postage paid, number of copies mailed, jacket number, and GPO purchase order or print order numbers.
 - (c) Where shipments are prepaid, and reimbursement for such charges will be made to the contractor, the contractor must submit with his/her voucher U.S. Postal Service receipts evidencing payment of postage or a copy of the commercial carrier prepaid AIRWAY bill or FREIGHT bill. STRAIGHT bills of lading are not considered adequate shipping documentation and are unacceptable.
 - (d) GPO Form 712, Certificate of Conformance: This form is only for use on all contracts (jackets or print orders), that require mailing with the use of furnished Government "Postage and Fees Paid" mailing labels. This Certificate of Conformance and the appropriate mailing statement or statements supplied by U.S. Postal Service must be prepared and signed by the contractor or his authorized representative. The form must then be postmarked and signed by the Postmaster or post office clerk and distributed as follows: Parts 1 and 2 are to be submitted with the contractor's invoice as evidence of delivery and Part 3 is to be retained by the contractor. Failure on the contractor's part to furnish all required information on this form could delay payment. (See *Exhibit 3*.)
 - (e) Small parcel carrier receipts in any form as long as the proper GPO identifiers appear thereon.
 - (f) A copy of the contractor's own delivery receipt when contractor-owned transportation is utilized.
- (2) The following forms, filled out, signed, and dated, will be accepted as evidence of delivery:
 - (a) A copy of the commercial carrier's AIRWAY bill or FREIGHT bill. STRAIGHT bills of lading are not considered adequate shipping documentation and are unacceptable.
 - (b) U.S. Postal Service receipts.
 - (c) A copy of contractor's own delivery receipt.
 - (d) A valid receipt from a small package carrier.
- (3) Evidence of return of plates, patterns, negatives, excess stock, and other articles supplied by GPO shall be in the form of delivery receipts, signed by a representative of the Government. U.S. Postal Service receipts, Government bill of lading memorandum copies, or copies of commercial carrier airway bills or freight bills will be acceptable as proof of shipment.

(4) One completed sample of the specified product (except classified documents) only when required by the contract. This sample will show the work done and will be used to verify differences between our order and your billing, as well as to verify composition and/or film charges.

(5) A copy of the purchase order or print order, with all attachments, as applicable.

NOTE: All receipts, including postal and small parcel carrier receipts, must show our order numbers and the number of items shipped. In addition, regardless of how your invoices are submitted to our office, we must be able to read and reproduce all pertinent documents. Invoices with illegible and/or nonreproducible documents will be returned to you and will delay payment of your invoice.

No. 4.

Departmental Quality Assurance Copies:

Departmental Quality Assurance copies are part of the total order and receipts must be furnished for them or payment may not be made on the order.

SECTION II COMPOSITION

Follow procedure as stated in No. 1 (a) to (n), pages 3 and 4, except that the following is also necessary:

1. Submit with Standard Form 1034 or GPO Form 2511 an itemization of charges, identifying each operation performed (in the same sequence as they appear in the Schedule of Prices in the contract), by (a) contract item number; (b) unit rate and unit description; (c) number of pages of makeup; (d) time charges, etc. All operations not covered by a specific contract item (allowable under the contract) must be billed as timework with an explanation as to work involved.
2. Submit all proofs with marks containing author's alterations with the invoice. No payment for author's alterations will be made without these proofs. To assist the GPO in identifying the sequence of the proof sets submitted with billings (e.g., 1st proofs, 1st revise, etc.), the contractor must indicate on each set the date on which the proofing occurred.
3. In addition to the proofs showing author's alterations, one set of final proofs must be furnished. On each page of these proofs indicate the number of ems for each point size of type measured (or the character count, if applicable), the classification of type (text or tabular matter), and the typeface name. The proofs must be complete as they will be used in auditing the billing and payment will not be allowed for operations other than those shown on the proofs.

All packages of proofs and manuscript **MUST BE IDENTIFIED BY THE JACKET NUMBER AND, WHEN APPLICABLE, THE PROGRAM AND PRINT ORDER NUMBERS** on the outside of the package.

NOTE: Allowable charges for timework must be fully described on or with the contractor's voucher, otherwise these charges will not be considered.

4. A complete statement of performance must be submitted with the invoice, showing the dates on which proofs were mailed to the Government Publishing Office by the contractor and the dates on which the proofs were received from the Government Publishing Office. Receipts, when available, should accompany this schedule.
5. Receipts evidencing delivery of type pages or reproduction proofs must be submitted with the voucher. A parcel post receipt, stamped by the postmaster or Postal Service clerk, will be accepted as evidence of shipment. Memorandum copies of Government bills of lading will be acceptable as proof of shipment if signed by the carrier. (See *Exhibits 2 and 3.*)

GENERAL INFORMATION

Shortages in Delivery:

Contractors are cautioned against making incomplete deliveries. It is the contractor's responsibility to notify the Contracting Officer prior to delivering less-than-specified quantities. Failure to do so may result in a "back-to-press" situation to make up the shortages. Shortages are not permitted for GPO "File," "Depository," "Sales," "Consigned Stock" or "Quality Assurance" copies.

In the event of an allowable shortage in delivery, a deduction for the shortage will be made on a pro rata basis except where the specifications allow a quantity variation (expressed as a plus or minus factor), in which case the contractor's quoted additional rate shall be used. This additional rate shall be used for payment of overs or unders that are within the quantity variation. In addition, a deduction will be made to cover the cost of material involved in the shortage, provided the material was furnished by the Government Publishing Office.

Miscellaneous Information:

All receipts which are submitted to substantiate date of shipment must show the actual dates shipments are made and not the date receipts are prepared. The receipts, in addition to describing the item(s) delivered, must contain the jacket number and print order number when applicable, and quantity the receipt represents.

In the event insufficient standard forms are furnished by this Office, additional forms should be requested from the Contracting Officer. Shipments must not be delayed because of insufficient forms. Compliance with the above instructions will expedite payment for all billings.

PLEASE NOTE: Occasionally the Office of Financial Management receives illegible and/or nonreproducible documents with vendors' vouchers/invoices. Regardless of how invoices are submitted to our office, we must be able to read and reproduce all pertinent documents. Invoices with illegible and/or nonreproducible documents will be returned with a request to furnish better copies and will be cause for delaying payment of your invoice.

Questions pertaining to the proper preparation of any forms mentioned may be referred to the Comptroller — FMCE, U.S. Government Publishing Office, Washington, DC 20401, or you may call **202.512.0800**.

Assembling the Invoice and Attachments:

When all the above documentation is assembled, you should secure it firmly so it will stay together through the postal system and our mail sorting system. See Exhibit 5. Our mail room opens all packages and envelopes to stamp the receipt date on the Standard Form 1034. The stamped date is used to compute YOUR payment date (30 days from receipt of invoice, or sooner if the discount offered meets Treasury Department criteria).

Small items: Drive 2 or 3 LARGE staples through all the papers, preferably in the middle of the package. You may also put the papers in a sealed envelope placing a secured copy of the Standard Form 1034 on the outside of the envelope (staple or tape), then put this package in another envelope or container. See *Exhibit 5*.

Bulky items: If your invoice and attachments are bulky, tie the package together securely with string (rubber bands break and come loose). A copy of the **Standard Form 1034** should be on top of the package. See *Exhibit 5*.

Invoices submitted for payment of Government Publishing Office orders, with the required supporting papers, must be mailed to the following address:

COMPTROLLER – FMCE
OFFICE OF FINANCIAL MANAGEMENT
UNITED STATES GOVERNMENT PUBLISHING OFFICE
WASHINGTON, DC 20401

Facsimile Transmission of Invoices:

You may FAX the complete invoice to us at the following numbers: 202.512.0992 or 202.512.0993. Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

Delivery to any address other than the above does not conform to our discount policy. Invoices received elsewhere in the GPO organization will be stamped in the Office of Financial Management when received there and this date will be used for discount computation.

IMPORTANT . . . PLEASE READ CAREFULLY

Following are some of the more common causes of delaying payments on purchase orders:

1. Vendor not submitting a copy of the ordering document (including all attachments) with their voucher/invoice;
2. Vendor not submitting shipping and/or delivery receipts;
3. Shipping and/or delivery receipts do not identify job by Purchase Order, Print Order, if applicable, and Jacket Number;
4. Shipping and/or delivery receipts do not show exact quantities delivered (Descriptions such as “boxes”, “containers”, etc., are too vague;
5. Shipping and/or delivery receipts are not signed and dated.

For the most expeditious payment on purchase orders, Vendors are encouraged to telefax their vouchers/invoices, with all the above-mentioned information, to **202.512.0992** or **202.512.0993** and sign up for Electronic Fund Transfer (EFT). Phone: **202.512.0816**.

Exhibit 1 (Public Voucher for Purchases and Services Other Than Personal)

Standard Form 634 Revised January 1980 Department of the Treasury TFRM 4-3000 GSA FPMR		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL			VOUCHER NO.	
U.S. DEPARTMENT, BUREAU OR ESTABLISHMENT AND LOCATION Comptroller - FMCE Office of Financial Management U.S. Government Printing Office Washington, DC 20401			DATE VOUCHER PREPARED (c) October 1, 1991		SCHEDULE NO.	
PAYEE'S NAME AND ADDRESS (e) John Doe Printing 12345 Main Street Philadelphia, PA 19111			CONTRACT NUMBER AND DATE Program 123-S		PAID BY GPO Disbursing Officer Symbol 8191	
			REQUISITION NUMBER AND DATE (d) Army 0-00012			
SHIPPED FROM TO WEIGHT (h) Philadelphia, PA Benches, MD 1,000			(If applicable.) EFT		DATE INVOICE RECEIVED	
					DISCOUNT TERMS (f) 2% / 20 Days	
NUMBER AND DATE OF ORDER DATE OF DELIVERY OR SERVICE ARTICLES OR SERVICES (Enter description, item number of contract of Federal supply schedule, and other information deemed necessary) QUANTITY UNIT PRICE COST PER AMOUNT			PAYEE'S ACCOUNT NUMBER (g) 1234567		GOVERNMENT BIL. NUMBER A-1,234,567	
			(i) 90500 9/19/91 (j) 10/1/91 (k) Commanders Report October 1991 issue Print Order 40091 Jacket No. 282-123 (l) 20300 (m) \$8487.78			
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)					TOTAL	\$8487.78
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR BY * TITLE	EXCHANGE RATE = \$ - \$1.00	DIFFERENCES Amount verified, correct for (Signature or initials)		
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.						
(Date)		(Authorized Certifying Officer)		(Title)		
ACCOUNTING CLASSIFICATION						
PAID BY	CHECK NUMBER ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER ON (Name of bank)			
	CASH DATE		PAYEE			
1 When stated in foreign currency, insert name of currency. 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3 When a voucher is received in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.					PER TITLE	

PRIVACY ACT STATEMENT
 The information requested on this form is required under the provisions of 51 U.S.C. 552 and 552a, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amount to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

GPO: 1988 360 768 (1-7)

Exhibit 1a (Public Voucher for Purchases and Services Other Than Personal)

Standard Form 1035 September 1973 4 Treasury Form 2050 1035-110		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL CONTINUATION SHEET				VOUCHER NO.
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT						SCHEDULE NO.
						SHEET NO.
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary.)</i>	QUAN- TITY	UNIT PRICE		AMOUNT
				COST	PER	
90500	10/1/91					
9/19/91						
Item No.		I. FILM MATTER				
1(A)		Trim/page-size unit	122	10.00	each	1220.00
2(B)		Line illustrations	1	8.00	each	8.00
(C)		Square finish halftones	36	10.00	each	360.00
(G)		4-col. ill. to 25 sq. in.	5	90.00	each	450.00
(H)		4-col. ill. over 25 to 50 sq in	3	120.00	each	360.00
(I)		4-col. ill. over 50 to 75 sq in	1	180.00	each	180.00
(J)		4-col. ill. over 75 to 100 sq in	3	220.00	each	660.00
(L)		Timework	3	50.00	hour	150.00
		II. PRINTING/BINDING				
1(A)1.		Makeready	40	8.50	page	340.00
2.		Running	812,000	.80	M	649.60
3.		Makeready (4-color pages)	16	36.00	page	256.00
4.		Running	324,800	9.12	M	2962.18
1(B)1.		Makeready (Complete cover)	1	80.00	each	80.00
2.		Running	20,300	40.00	M	812.00
		<u>TOTAL</u>				<u>\$8487.78</u>

☆U.S. GOVERNMENT PRINTING OFFICE : 1989 O -131-526 (1091)

Exhibit 2 (U.S. Bill of Lading)

U.S. GOVERNMENT BILL OF LADING		ORIGINAL	B/L NO. A-1,234,567
1. TRANSPORTATION COMPANY TENDERED TO (Name of carrier)	2. SCAC	3. DATE B/L PREPARED	4. ROUTE ORDER/RELEASE NUMBER
5. DESTINATION (Name, address and ZIP code)	6. SPLIC (Dest.)	8. ORIGIN (Name, address and ZIP code)	
Bengies, MD	7. SPLIC (Orig.)	Philadelphia, PA	
9. CONSIGNEE (Name, address and ZIP code of consignee)	10. GBLOC (Cons.)	11. SHIPPER (Name, address and ZIP code)	
Commanding Officer Washington AG Publications Center		John Doe Printing Co.	
12. APPROPRIATION CHARGEABLE	13. BILL CHARGES TO (Name, agency, bureau, office mailing address and ZIP code)		
Revolving Fund 04 X 4505	U.S. GOVERNMENT PRINTING OFFICE		
14. VIA (Route shipped when subsignature to the Government)	GEN. EXAM. & SUPPORT BR.		AGENCY LOG CODE
	WASHINGTON, DC 20401		STOP FMCS
15. MARKS AND ANNOTATIONS (If extra services are ordered, see Administrative Directives No. 2 on reverse)			

THIS INFORMATION IS FURNISHED BY
GOVERNMENT AGENCY (DO NOT FILL IN)

16. HAZARDOUS		17. DESCRIPTION OF ARTICLES (Use carrier's classification or brief description if possible, otherwise use a clear nontechnical description)		19. WEIGHT (Pounds only)		FOR USE OF BILLING CARRIER ONLY		
		20. SPECIFICATION/TITLE				Services	Rate	Charges
		BOOKS						
		20,300 COPIES						
		Jacket No. 282-123						
		Req. No. 0-00012						
		Purchase Order No. 90500						
		Print Order No. 40001						
26. TARIFF/SPECIAL RATE AUTHORITY		21. PICKUP SERV. FURNISHED <input type="checkbox"/> YES <input type="checkbox"/> NO		22. CARRIER WAY/HEIGHT REL. NO. AND DATE		TOTAL CHARGES		
		VEHICLE FULLY LOADED <input type="checkbox"/> YES <input type="checkbox"/> NO						
23. STOP THIS SHIPMENT AT		24. FURNISH INFORMATION ON CAR/TRUCKLOADING UNLASHMENTS		25. WEIGHT				
FOR:		INITIALS & NO.		SEAL NUMBERS		LENGTH-CUBIC		
		APPLIED BY				ORDERED FURNISHED		
						MARKED CAPACITY		
						ORDERED FURNISHED		
25. CARRIER'S PICKUP DATE (Year, month, & day)		26a. SIGNATURE OF AGENT		26b. PFR		61. NUMBER		
(Date of Pickup by Carrier)		[Signature of Agent Picking up Shipment]				A-1,234,567		
27. MODE	28. ESTIMATE	29. NO. OF CLS./PLS.	30. TYPE RATE	31. DISC	32. REASON	Received by the transportation company named above, to be delivered in accordance with the reverse hereof. The property, condition, description, to appear, grade, order and condition (contents and value unknown), to be known due to destination by the said company and connecting lines, there to be delivered in the good order and condition to said consignee.		
						FOR USE OF ISSUING OFFICE		
33a. ISSUING OFFICE (Name and complete address)		33b. GBLOC		33c. BY (Name of delivering carrier)		CERTIFICATE OF CARRIER BILLING		
USGPO, STOP PRST WASHINGTON, DC 20401				[Name of Transportation Company]		33d. DELIVERED ON (Year, month & day)		
33c. ISSUING OFFICER		Traffic Manager		33d. DELIVERED ON		33e. AT (Actual delivery point)		
33d. CONTRACT/PURCHASE ORDER NO. ON OFFICE AUTHORITY		33e. DATED		33f. NAME OF BILLING CARRIER		33g. SIGNATURE OF CARRIER'S AGENT		
90500		9/19/91						
33f. FOB POINT NAMED IN CONTRACT				33g. NAME OF BILLING CARRIER		33h. SIGNATURE OF CARRIER'S AGENT		
Philadelphia, PA								

Shrink also cubic measurements for shipments via dr. truck or water carrier in cases where required. GPO EXCEPTION TO SF 1103 APPROVED BY GSA/IRMS 4-89. STANDARD FORM 1103, Rev. 4-85. (GSA GEN. REG. NO. 27) (50 CFR) 101-11.3

Exhibit 3 (Certificate of Conformance)

U.S. GOVERNMENT PRINTING OFFICE
 CERTIFICATE OF CONFORMANCE

THIS NUMBER MUST APPEAR ON THE PROPER
 U.S. POSTAL SERVICE MAILING STATEMENT

A-0430501

The contractor must submit parts 1 and 2 of this Certificate of Conformance with his billing for each jacket or print order under which mailing is performed with the use of official penalty permits imprints. This certificate is subject to the clause entitled "Certificate of Conformance-Terms and Conditions" (see reverse of part 3 hereof). This certificate must be accompanied with the proper U.S. Postal Service mailing statements when presented to the Postmaster or Post Office Clerk. Failure to submit this certificate will delay payment.

JACKET NO.	PROGRAM AND PRINT ORDER NO.	TITLE OF MATERIAL MAILED																	
CONTRACTOR		REQUESTING DEPT. AND REQUISITION NO.		POSTAL PERMIT NO.															
MAILING UNIT	NUMBER OF PIECES MAILED	NUMBER OF COPIES MAILED	POSTAL SERVICE POSTMARK Postmark does not constitute verification of mailing. Location of Post Office: City, State and Zip Code Signature of Postmaster/Clerk DATE: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4">Classes of mail presented</th> <th rowspan="2">No. of USPS mailing statements presented</th> </tr> <tr> <th>1st (inc Priority)</th> <th>2d</th> <th>3d</th> <th>4th</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>			Classes of mail presented				No. of USPS mailing statements presented	1st (inc Priority)	2d	3d	4th					
Classes of mail presented						No. of USPS mailing statements presented													
1st (inc Priority)	2d	3d					4th												
SINGLE COPY (self-mailer or envelope)																			
MULTIPLE COPIES (envelopes)																			
PACKAGE AND/OR CONTAINERS (14 lbs. or less)																			
PACKAGE AND/OR CONTAINERS (over 14 up to 25 lbs.)																			
CONTAINERS (over 25 up to 40 lbs.)																			
CONTAINERS (over 40 up to 70 lbs.)																			
TOTAL																			

I hereby certify that, in accordance with the mailing instructions, as requisitioned from the Government Printing Office, I have made the above mailing and that the supplies mailed were in the quantities and of the quality specified, and that such supplies were in all respects in accordance with the terms and specifications of the Program, Print Order and/or the Jacket as listed above.

 Signature of Person Authorized to Sign this Certificate Date

GPO Form 712
 (R 2-87) P.87688-7

The penalty for making false statements to the Government is prescribed in 18 USC 1007

Exhibit 4 (Print Order)

GPO Form 75-1
 (M 1-88) F 57100-3

PRINT ORDER

You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated.

DEPARTMENT		REG. NO.	DATE	PURCHASE ORDER NO.	PRINT ORDER NO.
CONTRACTOR			JACKET NO.	ESTIMATED COST	SHIP/DEL. DATE
TITLE			CONNECT CLASS	STATE CODE	COUNTY CODE
PROGRAM NO.			PROGRAM NO.		
FRONTS	SETS	DATE DUE TO GOVT	DAYS GOVT WILL HOLD	RETURN DATE TO GOVT	APPROPRIATION CHANGEABLE
Galley					BILLING ADDRESS CODE (BAC)
Page					COUNTY
Blas					QUALITY LEVEL
MATERIAL FURNISHED TO CONTRACTOR					
Manual <input type="checkbox"/> Posters <input type="checkbox"/> Line Art <input type="checkbox"/> Camera Copy <input type="checkbox"/> Negatives <input type="checkbox"/> Plates <input type="checkbox"/> Other <input type="checkbox"/>					
TEXT STOCK			COVER STOCK		NO. OF TEXT PAGES (including blanks)
FOUR COLOR PROCESSES PRINTING			COLOR OF INK		COVER PRINTS
Cover	1	2	3	4	Tone
					Tone
					1
					2
					3
					4
FOLD-IN FORMS			STAMPING		
Face Only			Face & Back		
METATYPES (Not Required)					
1 LULC Raw Band Length of _____ 1st _____ round holes _____" in diameter at _____ side _____ edge 1-10 c Score Trim & Score Blank File Wraps/units of _____ Center of holes _____ inches from _____ edge of sheet See Part on hold Other _____ Pile of _____ sheets/sets each. Part on the _____" side. (Minimum required. Parted Adhesive Strip Part _____ per shipping container. <input type="checkbox"/> Plates required.					
DISTRIBUTION			RETURN MEGS TO GPO FOR STORAGE NO <input type="checkbox"/> YES <input type="checkbox"/>		
RETURN OPCL AND/OR MEAS. TO:					

Departmental Authority (Signature and Title)	Purchase Obligation	DATE SENT TO CONTRACTOR
--	---------------------	-------------------------

CONTRACTOR TO COMPLETE BOTTOM PORTION AND MAIL ENTIRE FORM TO: COMPTROLLER IN CHARGE, FINANCIAL MANAGEMENT SERVICE, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20540

Contract Invoice No. _____ Date Prepared _____

Date of Delivery/shipment _____ Discount %/rate _____

ARTICLES OR SERVICES	QUANTITY	COST	UNIT PRICE		AMOUNT
			PER		
IF ADDITIONAL PRICE IS REQUIRED USE STD. FORM 754, 1985, OR ATTACH YOUR INVOICE.					TOTAL

I CERTIFY THAT THE MATERIAL, GOODS, OR SERVICES HAVE BEEN DELIVERED/SHIPPED ON THE DATE INDICATED ABOVE AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED.

The penalty for making false statements to the Government is prescribed in 18 USC 401

(Signature of person authorized to sign)

PART 1 CONTRACTOR

Exhibit 5 (Assembling and Addressing)

SMALL PACKAGES:

Return address	postage
COMPTROLLER--FMCE OFFICE OF FINANCIAL MANAGEMENT U.S. GOVERNMENT PRINTING OFFICE WASHINGTON, DC 20401	

(Envelope
or
Package)

NOTES



U.S. GOVERNMENT PUBLISHING OFFICE

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Washington, DC 20401-0001

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