U.S. DOD Form dod-eng-1309

TO	DATE REQUESTED	DATE REQUIRED	REQUISITION NO.	JOB NO.

REQUESTED BY (Name, Rm No., Org. and Ext.)	DELIVER TO	DESCRIPTION OF ORIGINAL AND ADDITIONAL INSTRUCTIONS

NO ORIG.	SERVICES REQUIRED	COPIES REQ'D	TOTAL PROD.
	PHOTO REPRODUCTION		
	DIAZO PRODUCTION		
	AUTO POS - PAPER		
	AUTO POS - MYLAR		
	BROWN LINE		
	BLUE LINE		
	BLACK LINE		
	SEPIA PRINT		
	PHOTO/LINE - FILM NEGATIVES/POSITIVES		
	☐ 10 X 12 ☐ 14 X 17		
	☐ 16 X 20 ☐ 20 X 24		
	PHOTO/PRINTS		
	☐ 4 X 5 ☐ 5 X 7		
	☐ 8 X 10 ☐ 10 X		
	16 X 20		

D/C - DIST. CD B/N - BATCH NO. R/C - RECORD CD

NO. ORIG.	SERVICES REQUIRED	COPIES REQ'D	TOTAL PROD/UNITS
	PHOTO/CONTINUOUS TONE		
	☐ 105 MM ☐ 35 MM		
	2 1/4 X 2 3/4		
	4 X 5		
	OFFSET PRINTING/DUPLICATING		
	ELECTRO. PLATE		
	ITEK PLATE		
	METAL PLATE		
	FILM NEG/POS - HALFTONES		
	☐ 10 X 12 ☐ 14 X 17		
	☐ 16 X 20 ☐ 20 X 24		
	PRESS RUN		
	☐ 10 X 15 ☐ 11 X 17		
	17 X 22		

PRINTING INSTRUCTIONS

NO. COPIES	NO. PAGES
TRIM SIZE	COLOR INK

☐ FACE ONLY ☐ HEAD TO HEAD
☐ HEAD TO FOOT ☐ HEAD TO RIGHT
☐ HEAD TO LEFT

PAPER	WEIGHT	KIND	COLOR

CERTIFICATION: I certify that the services requested are for official government use. Appropriation to be charged.

☐ MILITARY ☐ CIVIL

BINDING INSTRUCTIONS

HOLES	DIAM.	C TO C	POS.

☐ LOOSE	☐ SEW
☐ PADS	☐ GUM
☐ SETS	☐ STAPLE
NO. STAPLES	POSITION
SHEETS IN PAD	
SETS IN PAD	
SHEETS IN SET	

DISPOSITION OF ORIGINALS, NEGATIVES, PLATES, ETC.

☐ RETAIN
☐ DESTROY ☐ RETURN

SIG. OF CERTIFYING OFFICIAL

DC	CC 1 thru 3 -- BLANK	ORG CODE		CC 6 thru 9 -- BLANK	B/N	R/C	FACULTY ADP WORK (VW ASSUMED)	AMOUNT FOR MANUAL DIST.	RATE CODE	USAGE	RATE CODE	USAGE	CC 47 thru 65 -- BLANK	ULTIMATE CHARGE ADP WORK CODE
1		4	5		10	11 12	13 14 15 16 17 18 19 20 21 22 23 24 25 26	27 28 29 30 31 32 33 34	35 36	37 38 39 40	41 42	43 44 45 46		66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
						0	5 4 3							
						0	5 4 3							
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						0	5 4 3							
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						0	5 4 3							

ENG FORM 1 OCT 78 1309 PREVIOUS EDITION IS OBSOLETE. REQUEST FOR REPRODUCTION SERVICES