PRINTING PLANT REPORT

JCP FORM NO. 1 (REV. 3-71)

Department headquarters shall submit two copies of this report to the Joint Committee on Printing within 30 days after the close of each of the first three fiscal quarters. The last fiscal quarter report shall be forwarded to the committee in duplicate not later than August 31.

DEPARTMENT OR AGENCY	NAME AND LOCATION OF PLANT (STATE, CITY, AND STREET)	JCP AUTHORIZATION NO.	FOR PERIOD ENDED

PART I.—COST INFORMATION (FOR FISCAL YEAR ONLY)

ITEM	ALL PRINTING, EXCEPT COMPOSITION [1] (COL. A)	COMPOSITION, ALL TYPES [2] (COL. B)	OPERATIONS OTHER THAN PRINTING [3] (COL. C)
	Omit cents	*Omit cents*	*Omit cents*
Total salaries of all personnel including supervisory directly engaged in the operation of plant (including overtime and annual and sick leave)	$	$	$
Cost of paper, ink, chemicals, negatives, plates, etc., used during report period			
Depreciation of equipment (1% per month of original cost until fully depreciated)			
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)			
Amount spent for rental of equipment			
Total cost (Use col. A total from this line to compute cost per 1,000 units)			
Total cost of printing including composition (col. A+col. B)		$0.00	x x x x x

[1] Include in Column A cost of all offset camera work, negative work, imposition, platemaking, duplicating, presswork, scoring, perforating, numbering, folding, collating, gathering, drilling, punching, stitching, sewing, inserting, tipping, padding, trimming, tying, wrapping, and all other operations necessary to complete printing or binding product.

[2] Include in Column B cost of all composition produced by plant.

[3] Include in Column C cost of all operations not involving printing (Col. A) and composition (Col. B). Costs to be included in Column C will include, but not be restricted to, addressing, distribution, camera work (other than lithographic), photostating, ozalid, B/W, etc.

PART II.—PRODUCTION INFORMATION

	PRESSWORK	UNITS PER PRESS IMPRESSION (COL. D)	NUMBER OF PRESSES IN EACH CATEGORY REPORTED (COL. E)	NUMBER OF STENCILS, MASTERS, PLATES, OR FORMS (COL. F)	TOTAL UNITS PRODUCED, EXCLUDING OVERRUNS (COL. G)
OFFSET (include mimeograph and spirit)	11" x 17" or less (maximum image 10¾" x 14")	1			
	11" x 17" or less, tandem (maximum image 10¾" x 14¼")	2			
	11" x 17" (image larger than 10¾" x 14¼")	2			
	14" x 20", and 15" x 18"	2			
	11" x 17" tandem (image larger than 10¾" x 14¼")	4			
	17" x 22" and 19" x 25"	4			
	22" x 29"	6			
	22" x 34"	8			
	23" x 36"	8			
	23" x 36" perfecting	16			
	34" x 44"	16			
	Other (specify)				
	Total units produced by offset this fiscal quarter	x x x	x x x x	x x x x x	
LETTER-PRESS	Under 10½" x 16"	1			
	Other (specify)				
	Total units produced by letterpress this fiscal quarter	x x x	x x x x	x x x x x	
	Total units produced in plant this fiscal quarter	x x x	x x x x	x x x x x	
	NOTE: Complete this block only on last fiscal quarter report.				
	Total units produced in plant this fiscal year	x x x	x x x x	x x x x x	
	Cost per 1,000 units (total cost of printing, excluding composition, part I, col. A, divided by total production units produced in the plant. Drop last 3 digits of col. G when computing cost per 1,000 units.).				$

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

PART III—LIST OF REPORTABLE JOBS RUN DURING THE PERIOD*

*Report only those jobs which exceed the quantity of production units, by press production unit size, as shown below:

Press Production Unit Size	Production Units
Less than 4 units	25,000
4 units	60,000
6 units	90,000
8 units	120,000
16 units	240,000
Over 16 units	No listing required

Unit Size**	
11" x 17" or less (maximum image 10¾" x 14¼")	1
11" x 17" or less, tandem (maximum image 10¾" x 14¼")	2
11" x 17" (image larger than 10¾" x 14¼")	2
14" x 20"	2
15" x 18"	2
11" x 17" tandem (image larger than 10¾" x 14¼")	4
17" x 22"	4
19" x 25"	4

Unit Size**	
22" x 29"	6
22" x 34"	8
23" x 36"	8
25" x 38"	10
23" x 36" perfecting	16
34" x 44"	16
45" x 48"	24
42" x 58"	28
48" x 54"	30

TITLE OF PUBLICATION OR FORM (1)	NUMBER OF PAGES IN PUBLICATION OR FORM (2)	NUMBER OF COPIES REQUIRED OF EACH PAGE IN COLUMN 2 (3)	FINISHED PRINTED PAGE SIZE (4)	UNIT SIZE OF PRESS ON WHICH PRODUCED** (5)	PRESS RUN REQUIRED TO COMPLETE JOB EXCLUSIVE OF OVERRUNS, SPOILAGE, ETC. (6)	TOTAL PRODUCTION UNITS—COLUMN (5) MULTIPLIED BY COLUMN (6) (7)	PROCESS M—Mimeo O—Offset L—Letterpress S—Spirit (8)
					TOTAL	$0.00	XXXX

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