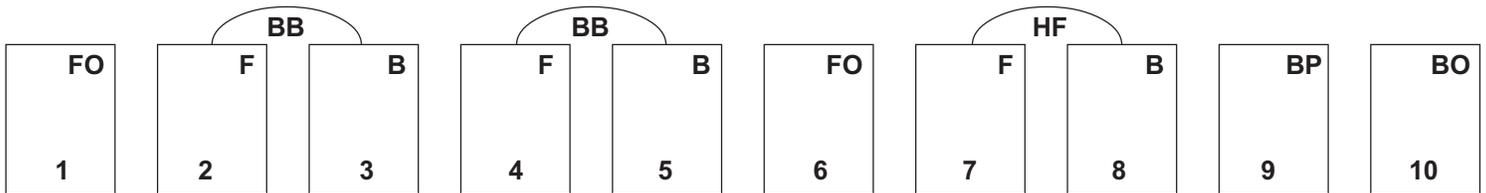


INSTRUCTIONS

1. Leave OSP's Job Number blank.
2. Enter title of publication.
3. Write in Agency name.
4. Place page number in blocks for all pages to be reproduced in the sequence required.
5. Indicate F, B, FO, BO or BP on all pages.
6. If pages are mixed FO and BB, couple blocks by arc  to indicate 2 pages on the same sheet. Indicate HF in center of arc or arrow  if head to foot is required. All pages will run back to back unless otherwise specified.
7. Indicate number of collating sheets provided. Page 1 of 5, etc.



F – Front
B – Back
FO – Front Only
BO – Back Only
HF – Head to Foot
BP – Blank Page
BB – Back to Back

For any questions call your CSR.

JOB TITLE _____ AGENCY _____ Page _____ of _____

SPECIAL INSTRUCTIONS:

- F – Front
- B – Back
- FO – Front Only
- BO – Back Only
- HF – Head to Foot
- BP – Blank Page
- BB – Back to Back

Instructions for filling out on REVERSE SIDE