

MISCELLANEOUS PRINTING AND PLANOGRAPHING

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1. GENERAL

1.01 This section covers the ordering of miscellaneous printing and planographing. Instructions for the preparation of requisition Form S-9144 (A-E) are included.

1.02 The term Buildings and Supplies Superintendent as used in this practice refers to the Division Buildings and Supplies Supervisor in those Areas in which the operating functions are performed in the Division.

1.03 Miscellaneous printing is divided into two classes as follows:

(a) Printed matter of a temporary nature which does not require re-printing or the need for which will cease when the job for which it is provided is completed, such as special or temporary forms, advertising matter, etc. This class of printing is purchased on the basis of competitive quotations obtained by the Building and Supplies Superintendent, or the General Plant Supervisor-Staff for the St. Louis Headquarters' employees.

(b) Printed matter, such as instructions, practices, accounting circulars, etc., which are printed, re-printed and revised from time to time generally requiring that type composition be kept standing in the suppliers plant. This class of miscellaneous printing is purchased on the basis of a purchase contract with the supplier with definite costs established for the various production operations.

1.04 Planographing is a photo-offset method of reproduction which is more economical than printing, particularly in smaller quantities. Planographing gives results similar to printing, the degree of similarity depending on the clearness of the copy furnished.

2. ORDERING MISCELLANEOUS PRINTING AND PLANOGRAPHING

2.01 Order all miscellaneous printing and planographing, of the type indicated in Paragraph 1.03 - a, through the Buildings and Supplies Superintendent in the Area in which the printing and planographing job originates. General Headquarters' Departments should order their printing through the General Plant Supervisor-Staff.

2.02 Prepare orders for miscellaneous printing and planographing on Form S-9144 (A-E), Printing or Planographing requisition. Space is provided for detail specifications, shipping, and accounting information.

2.03 The form is designed to accommodate detailed specifications for three separate jobs or items on a single requisition.

3. PREPARATION OF FORM S-9144 (A-E)

3.01 Form S-9144 (A-E) (Exhibit 1) is a five sheet snap-out assembly set. Complete instructions on the preparation of the form are as follows:

<u>SPACE HEADING</u>	<u>FILL IN</u>
(a) SUPPLIER	Show in this space the correct firm name and address of the supplier.
(b) BILL TO SHIP TO SHIP AS SHOWN BELOW	Show title and address of the supervisor for whom the printing is ordered. If the printed material is to be shipped to several destinations, cross out "Ship To" and show shipping information in the space provided. If the material is to be shipped to the employee ordering it cross out "Ship as Shown Below".
(c) DEPARTMENT DATE TELEPHONE COMPANY NUMBER	Under department and date show the appropriate information. Leave the space for Telephone Company Number blank. This will be filled in by the Supply Department.
(d) DELIVERY SERVICE	Place an "X" in the box after "Regular", "8-Hour", or "24-Hour" as appropriate. Regular planograph costs are subject to 10% increase for 24-hour service and 100% increase for 8-hour service. Overtime service is available only by special arrangement. Grade "A" service will be specified by the Supply Department when necessary.
(e) AREA NUMBER ACCOUNT CHARGEABLE	Show under "Area Number" and "Account Chargeable" the appropriate information.
(f) TITLE OR DESCRIPTION	Show in this space the name, number, or description by which the job may be recognized.
(g) NUMBER OF ORIGINALS	Show in this column for each job the total number of originals divided as to one or two sided work. Use two or more lines if necessary. Number of originals should be the same as the number of finished sheets of paper delivered (not the quantity of each sheet). Thus if there are four two-sided sheets on the job the number of originals is four even though 8

SPACE HEADINGFILL IN

pieces of paper are sent to the planographer. It is for obtaining better camera work that we separate the originals on two sided work, but billing is on the basis of the finished job.

(h) SIZE OF ORIGINAL

Show in this column the size of the original including all margins. Use a separate line for sheets having different sized originals.

(i) NUMBER OF COPIES

Show in this column the number of copies of each original to be reduced. If necessary explain in the space headed "Other Details".

(j) FINISHED SIZE

Show exact finished size for each original. If all originals are to be reduced the same size, it is necessary to show the size only once for each job.

(k) NUMBER OF SIDES

Show either one or two as appropriate and cross out one word to show whether the job is to be printed or planographed.

(l) GRADE OF PAPER

See note on form explaining the use of this column.

(m) COLOR OF INK

Show color of ink for each job. The use of colored ink other than black should be restricted.

(n) COLLATE

If the job consists of several sheets to be put into sets, show in this column opposite the last line for the job the symbol C followed by the number of sheets to be collated. For a job consisting of five sheets show "C5".

(o) SHEETS OR SETS PER UNIT

Show number of sheets and sets to be included in a pad or band. Cross out the words which do not apply.

(p) STITCH

Stitching is fastening several sheets together with a wire staple or "stitch". Show the number of stitches required and the desired position. "Corner" means the upper left-hand corner. "Side" means the left side.

<u>SPACE HEADING</u>	<u>FILL IN</u>
(q) PUNCHING	Show appropriate information in the columns provided. The letters "T" and "L" stand for top and left. Cross one out.
(r) DIE CUT OR ROUND CORNER	If die cutting or round cornering are required indicate in this space what is wanted. For round corners show "Round Corner 4". The numeral indicates the number of corners to be rounded and may vary. For die cutting show "Die cut 2". The numeral again indicates the number of cuts. Cutting a sheet to form tab involves one die cut. For all die cut jobs a sample showing the cut desired should accompany the job.
(s) PRORATE TO ACCOUNTS AND AREAS	Show in this space the prorates which apply when a job is to be charged to more than one account or Area.
(t) RESERVED FOR WESTERN ELECTRIC COMPANY	These spaces are all provided for use of the Western Electric Company and should not be filled in by the Telephone Company.
(u) OTHER DETAILS	Use this space to show information which it is not possible to include in the spaces provided for manufacturing details.
(v) SHIP TO	This space is primarily for use in shipping practices and instructions direct from the supplier. In such cases the supplier is provided with detail shipping addresses for each destination shown, and it is only necessary to show the title of the employee to whom shipment is to be made and the quantity to be shipped to each destination. When ordering printing not under definite contract, it will be necessary to show detail shipping information in the "Other Details" space. If there is not sufficient room, show information on a blank sheet to be attached to the requisition.
(w) CORRECT, APPROVED	Type in the date prepared and title of the person who will sign and approve the requisition.

4. APPROVAL OF REQUISITION

4.01 The prepared requisition should be signed as "correct" by the employee who originates the requisition. Approval is required by a Group B supervisor or above, as defined in the Schedule of Authorizations, or by other management employees specifically designated by a department head, as provided in Joint Practice No. 32.

4.02 Send the approved requisition on, together with one copy of the job to be printed or planographed (printing of the type indicated in Paragraph 1.03-a) to the Buildings and Supplies Superintendent or the General Plant Supervisor-Staff.

5. EDITING AND DISTRIBUTION OF REQUISITION FORMS BY THE SUPPLY DEPARTMENT

5.01 The Buildings and Supplies Superintendent will edit the properly approved requisition to determine whether all necessary information is shown. Incomplete or improperly prepared requisitions will be returned to the originator for correction. If the requisition is properly prepared, the Buildings and Supplies Superintendent will assign and enter a stationery and office supplies requisition number. In Areas that number requisitions in the field, the number will be in place. The General Headquarters Department shall forward Form S-9144D to the Printing and Stationery Supervisor after the order has been completed. This refers to type of printing indicated in Paragraph 1.03-b.

5.03 Miscellaneous printing purchased on the basis of quotations obtained by the Building and Supplies Superintendent or the General Plant Supervisor-Staff:

- (a) When the supplier has been determined the Buildings and Supplies Superintendent or General Plant Supervisor-Staff will issue Purchase Order, Form S-6401 (A-F). (Exhibit 2)
- (b) The Buildings and Supplies Superintendents or General Plant Supervisor-Staff will attach Form S-6401 to the original copy to be printed. He will retain Form S-9144 in the supply office file. Forms S-9144 B-C-E should be returned to the originator in the Area together with Form S-6401 B-C. At General Headquarters Form S-9144 A-B-C will be maintained in the General Plant Supply files. Receipt of the finished job will be received from the originating department on Form S-6401-C.

6. PREPARATION OF "COPY" - ORIGINALS

6.01 Original is the name given to the "copy" sent to the planographer. Originals are usually typed or drawn on white paper, although practically anything that can be photographed can be reproduced. All lines and typed matter on originals should be clear and sharp. The planograph process tends to accentuate any fuzziness on the original. Use a clean typewriter, and

india ink for ruling lines. Do not use photostats or pencil drawings for planograph originals. Faded or dark photographs or poor halftone prints will not reproduce satisfactorily. When making originals from material cut out of other printed items do not combine material having colored backgrounds with white or other colors.

6.02 Originals are classified as one or two sided. Originals for each side of two sided work should be prepared on separate sheets of paper and marked lightly in pencil so that they will be properly associated by the supplier. No originals should be prepared on both sides of the sheet.

6.03 It is essential that the size of the original be in proportion to the finished size specified. Reductions and enlargements must be in photographic proportion, that is, changing one dimension will change the other dimension proportionately. Reducing either dimension one-half will result in a finished job that is one-fourth of the area of the original. All originals must show in proper proportion the margins desired on the finished job.

6.05 Originals should be protected from soiling or musing. Large originals should either be rolled or protected by a piece of corrugated board and wrapping paper. Originals should be properly attached to the requisition so that there will be no trouble associating them in the supplier's plant.

7. ACCURACY OF REPRODUCTION

7.01 (a) Grade A Work - High quality. Copy furnished must be satisfactory for the production of photographic accuracy to vary 1/32" or less on full finished work. Per Unit size 8 1/2" x 11". The top and outside margins are to be within 1/32" or less of dimensions specified.

(b) Grade B Work - Regular quality.

Copy furnished must be satisfactory for the production of photographic accuracy to vary 1/8" or less on full finished work, per unit size 8 1/2" x 11". The top and outside margins are to be within 1/16" or less dimensions specified.

(c) Accuracy in trimming is held to 1/16".

8. PROOFS

8.01 Proofs of miscellaneous printing are the responsibility of the employee originating the job and the supplier. Corrections required due to printer's mistakes will not be charged for. Alterations or changes required by the Telephone Company will be charged for at an hourly rate or per line changed basis.

8.02 Proofs are not furnished on planograph jobs.

9. CONTRACT INFORMATION

9.01 The Buildings and Supplies Superintendent and General Plant Supervisor-Staff will furnish the various departments with lists of contract information giving the name of supplier, the printed matter covered by the contract, together with complete composition cost schedules contained in the contract for use in checking composition charges shown on proofs.

10. RECORD OF PURCHASES OF MISCELLANEOUS PRINTING

10.01 Properly approved requisitions covering miscellaneous printing will be assigned a job order number by the Buildings and Supplies Superintendent or the General Plant Supervisor-Staff. He will maintain a record of all miscellaneous printing jobs purchased direct from suppliers on the basis of

quotations and any non-standard forms printed or planographed locally.

10.02 This record is required to supervise purchase of miscellaneous printing and to facilitate the recommending for standardization of non-standard forms printed or planographed locally.

11. SHIPPING AND DISTRIBUTION

11.01 Shipping Service - Distribution to the Areas and within, is available from the contract supplier. Provision is made on the requisition to show the quantities to be shipped to each location. Titles, and individual names if possible, as well as address (including room number - if applicable) should be shown in the "Other Details and Special Instructions" portion of the requisition Form S-9144 to assure delivery to the required destination.

EXHIBIT 2

FORM S-6401-A

FORM S-6401-A (REV. 5-72)	AUTHORIZATION FOR LOCAL PURCHASE ORDER	REQ. NO. _____	
746-001-903 J.P. 63 V 62.301			
<p>NOTICE:</p> <p>ITEMS LISTED ON THIS SHEET MUST BE AVAILABLE FROM ONE SUPPLIER. LISTINGS MUST BE COMPLETE AND IN ACCORD WITH SUPPLIERS MODEL NUMBERS AND DESCRIPTIONS. GIVE COMPLETE INFORMATION TO AVOID RECEIVING WRONG MATERIAL.</p>		<p style="text-align: center;">SEND THIS AUTHORIZATION TO:</p> <p style="text-align: center;">General Buildings and Supplies Supv. 1024 TELEPHONE BUILDING 1010 PINE STREET ST. LOUIS, MISSOURI 63101</p>	
<p>SHIP PREPAID TO: SOUTHWESTERN BELL TELEPHONE CO. ATTN: ADDRESS:</p> <div style="border-left: 1px solid black; border-bottom: 1px solid black; height: 300px; margin-left: 20px;"></div>			
DO NOT USE THIS SPACE			
DATE:	DEPT:	AREA NO.	ACCOUNT:
TO: DIV. BLDGS. & SUPP. SUPV. — BLDGS. & SUPP. SUPT. Please order the material listed above.		SIGNED: _____	
FROM: _____		APPROVED: DATE TITLE _____	
APPROX. COST: _____		APPROVED: DATE TITLE _____	