

DEFENSE LOGISTICS AGENCY
Document Services

How to Do Business With
DLA Document Services
DOD's Document Solutions
Provider



Customer Reference
Guide

July 2010

DLA Document Services Regional Office Groups

(Each Office Group Covers Several States)

<http://www.daps.dla.mil/dexd/Locations.jsp>

Bangor, WA Office Group
(360) 315-4005

Europe Facilities
011-49-611-380-7946

Great Lakes, IL Office Group
(847) 688-2211

Jacksonville, FL Office Group
(904) 542-3446

Norfolk, VA Office Group
(757) 445-8697

Oklahoma City, OK Office Group
(405) 734-2177

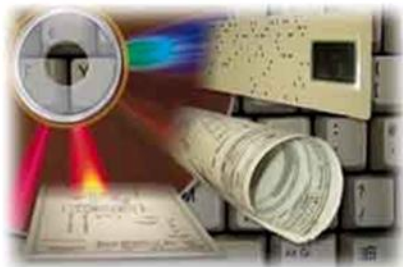
Pacific Office Group
(808) 473-2828

Pensacola, FL Office Group
(850) 452-3025

Philadelphia, PA Office Group
(215) 697-2971

San Diego, CA Office Group
(619) 553-8289

Washington, D.C. Office Group
(703) 325-9927
(703) 697-4333



24 X 7 X 365! Honest!

Still Not Sure Who to Call?

Call the DLA Customer Interaction Center

Every Day & Night of the Week!

1-877-327-7226

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What is DLA Document Services?

DLA Document Services, a field activity of the Defense Logistics Agency, has been serving the Department of Defense for over 60 years.



DLA Document Services provides a full portfolio of best value document services ranging from traditional offset printing, through on-demand output, to online document services, to include electronic document management.

We are the catalyst for document automation within the DOD, actively functioning as a transformation agent to move the Department toward the use of online documents and services. We are uniquely situated to provide many value added services at no additional costs, like "*Distribute and Print*" on behalf of our customers (see page 3) .

Organization

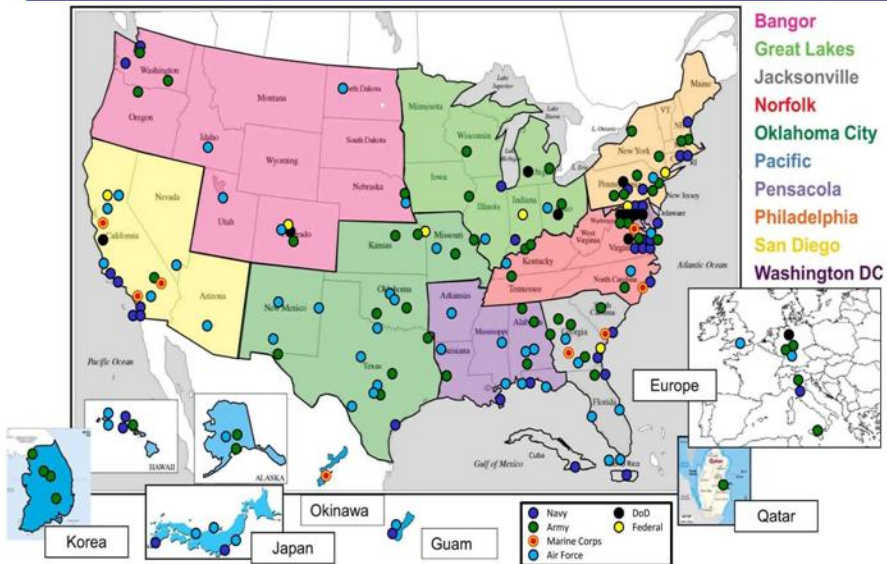
Headquarters

DLA Document Services Headquarters is located in Mechanicsburg, Pennsylvania on the grounds of the Naval Support Activity Mechanicsburg. The HQ Director administers the organization through a Director of Field Offices and Directors of Business Management, Information Technology and Financial Operations. We are a field activity of the Defense Logistics Agency.

Offices and Production Facilities

Primarily located at major U.S. military installations in the continental United States and around the world.

DLA Document Services A Global Enterprise

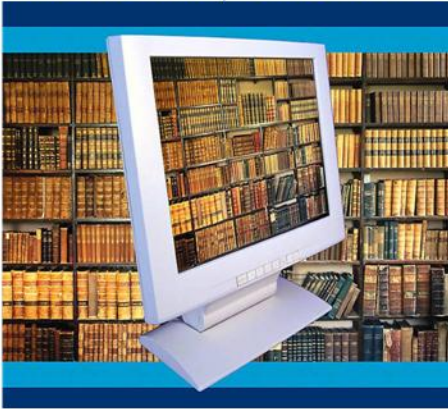


More information on all DLA Document Services locations can be found in the locations section of the website at: www.daps.dla.mil

Much More Than Just a "Print Shop"

Some simply call DLA Document Services the "DOD's Printer" or the "quick copy guys". While we do provide those services, we have evolved to be much more than that basic description implies.

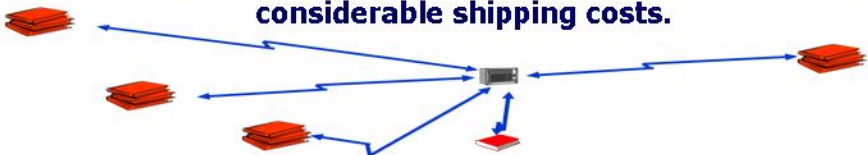
We currently run more than 182 production facilities, primarily located on U.S. military bases world-wide. Besides this robust organic capability, we leverage the capabilities of the industry with robust outsourcing agreements for those products and services not produced in-house.



The multitude of services include the building of libraries of digital documents allowing for online access, the provisioning of multifunctional devices (that print from networks, copy, fax, and scan) in customer workspaces, and the conversion of paper documents to standard digital formats. This

digital media can then be migrated to an Electronic Document Management platform.

As mentioned, one of our unique value-added services is "Distribute and Print." A digital document can be sent to one or more sites for printing on location. The job can be picked up or delivered to the customer. **It's fast, convenient and saves considerable shipping costs.**



DLA Document Services Portfolio

Online Access Solutions

- Air Force Technical Manuals
- Navy Forms Online
- DAPS Online Ordering, Proofing and Billing Management System
- Electronic Document Management (EDM) - Hardcopy to Digital File.
- Job Performance Aids - (Computer based training reference tool).

On Demand Output

- Black & White/Color Copies
- CD/DVD/Microfiche/Aperture Card Reproduction
- Copier Leasing Programs
- Desktop Publishing
- Distribute and Print (Send files to several locations: print locally).
- Large Format Black & White , Color, Posters and Banners.
- Lamination
- Mainframe Printing

Traditional Bulk Printing and Much, Much More...

- Decals
- Metal Photo
- Mouse Pads
- Offset Printing
- Plastic Nametag Engraving
- Rubber Stamps
- Silkscreen
- Specialty Binding

How to Receive Services

All services are provided on a reimbursable basis. Customers can pay for services by using any of the following methods:

- Government Purchase Cards
- Funded open account
- Individual funding document for each job

Using the Government Purchase Card

Use a DD Form 282 printing requisition to give us the specifications for your job. If using DAPS Online, a DD 282 is not required. Then fill-in the appropriate blocks with the following information:

- VISA or MasterCard GPC
- Account Number
- Card Holder's Name
- Expiration Date
- Signature
- "Not to Exceed" Dollar Amount



Note: You may obtain the DD Form 282 printing requisition from any DLA Document Services office. (Sample on Page 51). In addition to the Credit Card Authorization Form, (Sample on Page 50).

Please note that the new Authorization Form requires you to enter your DODAAC.

DLA Document Services and the Enterprise Business System



In June 2009 DLA Document Services migrated from the Defense Working Capital Fund Account System to the Defense Logistics Agency Enterprise Business System (EBS) for most accounting processes. This changeover was mandated by the Treasury Department to align all DOD entities under the Intergovernmental Payments Credit (IPAC) system. This transition was seamless for many previous IPAC customers.

The success of this migration centered around the new ten digit EBS customer identification number now required for all funding documents and credit card purchases. At the heart of the new customer identification number is their Department of Defense Activity Address Code (DODAAC). For non-DOD customers a DODAAC is assigned, permitting them to access DOD systems.

Many DLA Document Services websites now require the customer DODAAC as part of their account profile. If customers are unsure of their DODAAC, they should seek assistance from their unit contracting or resource management offices. Additionally, information on DODAACs may be found at the account profile screen within DAPS Online.

Customers now have the capability to search their account transactions and measure their funding levels using "DAPS Customer Accounts Online" (DCAO), a Web-based interface (see instructions on following pages).

DAPS Customer Accounts Online (DCAO)

As the migration to the Enterprise Business System (EBS) matures, DLA Document Services has created a resource to assist customers with their invoicing and receipt process, similar to "DWAS On the Web."

Customers are able to view this information on an external website: <https://dcao.daps.dla.mil> With this tool you can view funding, order details and account balances and quickly locate previous years funding and charges.

Customers, financial managers, accountants and employees have access to DCAO which requires an account setup with user ID and strong password. To assist customers in establishing an account enabling them to retrieve customer receipts, view funding levels, etc., a set of instructions is provided.



- To search for a specific funding, or sales document, enter funding or sales document number in search field, select EBS or (DWAS prior to 1 Jun 2009).
- Select funding, or order number radio button and submit.
- By clicking on *Funding Doc Status*, you will view the money left on a funding document.
- By clicking on *Sales Order* links, you will view the jobs that have been charged against that Military Interdepartmental Purchase Request .

DAPS Customer Accounts Online (Cont'd)

DCAO provides customers and employees the capability to not only view funding document balances, but to view and print out receipts for reconciling the Government Purchase Card and balancing other accounts.

For those financial functions whose accounting original occurred in the Defense Working Fund Accounting System (DWAS), those transactions have now been migrated to the EBS system and can be viewed through DCAO.

A few important notations to properly find your financial data - when searching for a credit card receipt:

On a U.S. Bank Online Statement

Purchase ID is the Fund Code Document
(Customer must view transaction summary)

On a U.S. CITI Online Statement

CRI is the Fund Code Document
(Customer must view transaction summary)

Customers using DAPS Online (DOL) can view and download receipts for all work produced in-house.

Receipts for outsourced work must be generated using DCAO and the proper funding document, credit card information, or line of accounting.

DAPS Customer Accounts Online (Cont'd)

Instructions for Accessing DCAO



Customer Registration Process and instructions are contained in a detailed help hyperlink at the home page of DCAO. Once registered:

1. Go to the website: <https://dcao.daps.dla.mil>
2. Click on the "Click to Enter" This will take you to a new screen. After reading privacy information click "OK."
3. On the DAPS Customer Accounts Online screen you must enter your username and password. Then click "submit." This feature will soon be CAC enabled in accordance with DOD policy.
4. You are now on the Accounts Details screen.
5. Type the funding code document (i.e. "Purchase ID" for US Bank and "CRI" for Citi Bank) into the search box. (Leave off the last two numbers which will equate to the first 15 digits). In the pull down box select *EBS* (default.) Select the radio button in front on *Funding Document* (a dot will appear in the circle). Click on the *Submit* button. EBS Funding Document details will appear on the screen.
6. This screen shows the funding document, the description, your customer ID number and the total funds details. At this point you can export this information to an Excel spreadsheet by clicking on the last item in the line.
7. If you require a receipt and the document has been billed, click on the funding document number again which takes you to a Funding Details screen. Click on the hyperlink under sponsor which takes you to the Sales Order screen.

DAPS Customer Accounts Online (Cont'd)

8. The first hyperlink on the Sales Order screen is the order number.
9. Highlight and copy the sales order number, then select the back arrow at the top of the page on your browser until you are back at the "Account Details" page (main search page).
10. Paste the Sales Order number into the search box. Click on the radio button in front of order number. (A dot will appear in the circle. Click on the Submit button. This will take you to the Accounts Details page.
11. The last item on the line is the Print CC Receipt hyperlink. Click on this hyperlink which opens a Sales Order Credit Card Receipt screen.
12. At the top left of the screen chose file, then print.

Please note: A similar receipt will soon be available for an order funded with a MIPR, as well.

If assistance is required to use the DCAO website, please click on the help document at the first page. After reading this information and if assistance is still required, please call the DLA Document Services Customer Interaction Center at 1-866-736-7010.

Establishing An Open Account

The open requisition account functions as follows:



The customer provides DLA Document Services with one funding document (such as a DD 282; DD 843 - Military Interdepartmental Purchase Request; DD Form 448 (MIPR); or a Credit Card Authorization Form to provide funding for the entire fiscal year (or a shorter time period, if desired). See section at

end of booklet to view forms samples.

The customer will then be assigned a new ten digit EBS customer identification number now required for all funding documents and credit card purchases. **At the heart of the new customer identification number is their Department of Defense Activity Address Code (DODAAC).** It is extremely important to provide your production facility with the correct DODAAC assigned to your organization. To verify your DODAAC, please check with your financial or contracting offices.

Thereafter, the customer needs only to prepare a printing requisition, DD Form 282, for each printing requirement sent to us. If DAPS Online (DOL) is used, no printing request is required but you will need your unique EBS customer ID, or DODAAC to establish a DOL account.

Billing information for each open account may be accessed on our DAPS Customer Accounts Online web site (previous page).

Digital Documents Creation Guidelines

This section is for those users who use office graphics software packages for document creation. Office graphics packages include such products as all the Microsoft Office Products, (even Publisher) Corel and WordPerfect. If you are more serious about document creation and you use a professional office graphic package such as Quark or Adobe PageMaker this section is NOT for you.

OK, I Am an Office Graphics User, NOW What?



You just finished creating a document in Microsoft Word that you have been working on for weeks. You're proud of all the graphics and pictures you were able to embed into the document. You have printed a draft copy on your desktop color printer and you

are pleased with the color, format and overall document layout. Needing 100 copies of the document, you use your local DLA Document Services office (DAPS Online), to submit your document for printing and finishing. When you get your copies back you are less than thrilled. The 100 copies from the local shop have noticeable differences from your copy you produced off your desktop color printer. Fonts look different, pages break in the wrong place, blues look purple, your graphics are very fuzzy etc... What happened?

To fully understand what happened would require a very detailed long boring discussion of the difference between desktop printers and production printers, professional graphics packages and office graphics packages, RGB and CYMK, media boxes, trim boxes, bleeds, etc.... We are not going to cover that here.

Digital Documents Creation Guidelines (Cont'd)

There are many web resources available on the Government Printing Office Web site (www.gpo.gov). What we will provide in this document are guidelines, the dos and don'ts, of creating a document for the best possible outcome on production printers.

The single most important law of the digital printing world is that your desktop printer will process and output your digital file differently than digital production printers. Once you accept this fact we can move on to the 4 areas of document creation - that as the document author - you will need to pay close attention.

AREA 1: Layout

Layout is also known as page integrity. The result of a page layout or page integrity issue is when the text on the bottom of page 3 prints on the top of page 4, or maybe doesn't print at all. This can be due to font substitution or margins issues. See "Area 2: Fonts" (next page) on workarounds to solve the font issues.

There is no 100% sure way to solve all margin issues. The best approach is to make sure you have adequate margins. Don't try and fit those two last lines of text on the bottom of the page by changing page margins from 1 inch to ¼ inch. Keep at least a 1 inch margin all the way around. Use your file/page setup properties to set your margins and then leave them alone. Those of you who use PowerPoint for document creation, use file/page setup page width 11 and page height 8.5. No cheating!

Remember, the digital file you provide for printing may need to have blank pages added to account for covers and new sections or chapters. When duplexing (double sided printing) if the first page of the digital file is the cover page then the second page needs to be blank. Don't forget the back cover pages. If you want a back cover page, insert **two** blank pages at the end of your document.

Digital Documents Creation Guidelines (Cont'd)

When duplexing, remember to place a blank page in the front of any page you want to be printed on a new page, for example new chapters or sections. Sometimes users type "intentionally left blank" on the pages that are found in the body of the document.

AREA 2: Fonts



When it comes to fonts - fewer the better. The fewer fonts you use the more professional your document will appear. If you use this simple rule, then ninety five percent of the time your desktop office graphics fonts will be available on the production print devices.

It's that five percent that gets us. The production print devices will substitute a font that they have available when it finds a font that is not available. Some higher end graphic application can embed fonts and send the font family along with the digital file. Unfortunately, your desktop office graphics package cannot. If the substitute font has even a slight difference in width or is a fixed spaced font (all letters the same width) rather than variable spaced font, you will experience layout issues.

If you are using unique fonts, or fonts you have not used in any digital documents printed by DLA Document Services before, you can replace the fonts with something you have used before, or use the digital proof feature (see section following) to see if any of your fonts will be substituted and what problems if any, the substitution will cause.

Digital Documents Creation Guidelines (Cont'd)

AREA 3: Color

Color is the biggest issue in printing office graphics package files on production printers. If you want exact color matching with your desktop printer output then your best bet is to bring the hardcopy to the DLA Document Services office for duplication rather than print from digital. DLA Document Services Customer Service Representatives can be very helpful and informative. They know many solutions.

If exact color matching is not an issue, then use the digital proofing option available on the DOL site to review your document and color conversion effects. Be aware of three known issues that cannot be corrected, until technology changes:

- most of the time blue will look purple
- black images or graphics may look grey or brown
- colors won't match exactly - they are going through a conversion process.



A good work around and design tip is to use color sparingly. We know it brings a boring black and white document to life. Managers love using color, and color printing costs are coming down... but, less is more when it comes to color.

Digital Documents Creation Guidelines (Cont'd)

AREA 4: Graphics

Embedded graphics (cut and paste images) or created graphics (Excel charts and graphs, Word tables) combine all the problems discussed above - layout, color and fonts. The more complex the graphics the less likely the conversion process that occurs during printing will be successful. Be wary of graphics with thin lines, small text, and/or many colors. **Use the digital proofing feature below and review your graphics carefully.** (See pages 28-34).

The DOL digital proof feature provides the user the option to view their digital document prior to production printing.

When you use the DLA Document Services electronic job submission web site to transfer your digital document you can select to view a "soft" or digital proof of your file. Upon transfer of your original digital file DOL will convert it to a PDF proof.

When the conversion process is complete your job status will be changed to proof ready. At that time you view your proof by selecting the paperclip graphic next to your job. You will see your original file and a second file that clearly identifies itself as the proof file.

Open the proof file and view the first page which will indicate if the conversion process had any problems with font substitution, layout or graphics.

Paging through your proof document you can view a close facsimile of how your document will appear when printed in production. *Caution: your computer screen colors may vary with printed output, see "AREA 3," Color (previous page).*

Digital Documents Creation Guidelines (Cont'd)

If it looks good, approve the proof and submit. This will change your job status to submitted and let the local plant user know your proof file is what will be used for production. *For more information on Digital Proofing see pages 19-26.*

If you are not happy with the proof you can do one of three things. 1.) delete the proof and just submit the digital file. 2.) request cleanup of the proof by an experienced DLA Document Services operator. Or, 3.) delete the job entirely and revise your digital file for a better outcome in production printing.

FINAL NOTE

One final note, production print devices and the software that drives them are part of the information technology world. Just as new office graphics software is updated and improved so is the production print devices and it's software. The equipment manufacturers of these devices realize that not every document author/creator has a professional graphics package available and more and more of their document creators are office graphics packages. To remain competitive they are constantly making improvements to the print device software to better accommodate the office graphic documents. Problems you may see today when printing to a production printer may not show up tomorrow. We wish we could say that all problems will be solved but because new releases to office graphic packages become more complex and robust new production print problems will arise.

Customer Service representatives are available to assist through the production print process.



Submitting Digital Files

Digital files are the preferred input media, although hard copy originals are acceptable. Here are some customer benefits when submitting digital files instead of hard copy originals.

- Documents can be produced quickly (faster cycle time) on our high-speed printers, as compared to hard copy document handling, traditional printing, or printing to desktop printer.
- Documents can be produced with higher quality using our hi-tech digital printing equipment.
- When printing from digital files, every copy is an "original."
- Requests can be submitted electronically via *DAPS Online* reached through our public Web site at **www.daps.dla.mil**
- DLA Document Services sometimes offers special reduced pricing for digital files submitted via *DAPS Online* (check with your local Customer Service Representative).

Acceptable File Formats (PC Format*)

- All Microsoft Office and XP Programs
 - Microsoft Publisher Programs
 - Adobe Acrobat PDF Files
 - Adobe PageMaker, Photoshop and Illustrator
 - CorelDraw
 - Delrina Form Flow Designer
 - Postscript Files
 - Macintosh files must be submitted as a PDF since we do not use that operating system
- * DAPS Online will accept all forms of digital media to be uploaded to DLA Document Services using web access.

Submitting Digital Files (Cont'd)

Software Versions

The majority of our customers submit jobs using Microsoft's Office suite of products or Adobe's PDF. We currently use Adobe Acrobat 9.0 Pro and Office 2007 along with the Windows XP operating system. Files submitted in those formats are preferred to minimize compatibility issues. If you cannot provide a job in those formats, please speak with your local DLA Document Services representative to determine what options are available.



File Submission

There are several ways to submit a job. We prefer the use of DAPS Online, but if the file is too large it can be submitted on a CD-ROM. Hard copies of your documents are accepted, but often result in quality degradation. Email is also occasionally used, but it must be coordinated in advance with your local DLA Document Services representative (who can also teach you how to use DAPS Online). Email size is limited to 10MB. Jobs can be dropped off at your local production facility or delivered using the carrier of your choice. Pick-up and delivery can also be arranged for an additional charge.

Classified work should be delivered IAW established DOD procedures regarding the handling of classified information and you must notify our personnel that the job is in-coming to ensure personnel are available to accept the job. Jobs submitted on DVD-ROM should be coordinated with your local DLA Document Services facility to ensure compatibility.

Submitting Digital Files (Cont'd)

File Format for Print

Adobe PDF files are the preferred format for submitting jobs to DLA Document Services . You should take care to ensure that the files look and are set up exactly the way you wish them to be printed. [See Digital proofing on page 28]. If you do not use Adobe Acrobat, it is likely that your local graphics department can assist you in creating the PDF file. As mentioned earlier, we will also accept formats from the Microsoft Office Suite of programs.

When submitting multiple files to be combined into one document, it is recommended that you have the files combined into one PDF before delivering the files. This ensures you know how the job is laid out and it saves considerable time in the printing process, reducing both your lead time and your final cost.

If you are submitting a hard copy of a document, please ensure that the document is as "clean" as possible. Wrinkles, stains, smudges, "copies of copies" and tears will reduce the output quality of your project. Oftentimes, it is better for you to re-create the object and submit it to DLA Document Services via an approved digital method.

Printing Options

There are countless options available for the creation of your final product. While the majority of jobs are printed on standard 20lb paper, there are literally thousands of options available. If you desire to use different paper, please contact your local representative as soon as possible, as it may need to be ordered. Additionally there are many different binding options which can also be explained by your DLA Document Services customer service rep.

Submitting Digital Files (Cont'd)

Your Deadline

The length of time your job will take to produce depends on many factors. Size, complexity and current workload - all play a part in determining how long a job will require. The general rule of thumb is one week from the date you submit the job until delivery back to you. Should you provide a job with little or no lead time before the deadline, you will likely be charged premium service charges to account for the overtime required to complete the job. If you have an important job pending, it is best to contact DLA Document Services as early in the process as possible so we can work with you to determine the most efficient manner in producing your job to meet your deadline.



Specialty Printing

Should your job require an option or service that DLA Document Services cannot produce in our local production facility, such as gold leaf or large format exhibits, etc., we will be happy to commercially procure the job on your behalf or direct the job to a production facility having that capability. There is generally no charge for this service. [See Commercial Printing Procurement]. Please keep in mind that specialty jobs require more time and a good rule of thumb is three weeks to completion.



Submitting Digital Files (Cont'd)

Paperwork Requirement

Unless your job is submitted via DAPS Online, it must be accompanied by a DD282 or a DD844. It is a good practice, as mentioned earlier, to submit a sample or mock-up of your desired outcome. Having a visual aide can greatly improve our understanding of what you need, increasing your satisfaction with the final product. Should you have difficulty completing the paperwork, please contact your DLA Document Services representative for assistance.



How to Pay?

Government regulations require DLA Document Services to obtain complete funding information before we can begin processing your job. A line of accounting, MIPR or government purchase card are all valid forms of payment for services at DLA Document Services.

Our favorite payment method is a MIPR, or line of accounting because the credit card companies charge the government a service fee for their use. Some locations use other specially arranged methods to fund their jobs. If you have questions regarding the proper payment method, please contact your local representative.

Suggested Printing Cost Savers

Good General Practices

- Printing on both sides of the sheet (duplexing) - saves your organization money.
- Use line illustrations/ drawings instead of continuous tone photographs.
- Avoid expensive paper stocks – use standard stocks and sizes.
- Avoid use of multicolored stock for forms sets.
- Minimize or eliminate inserts and foldouts
- If foldouts are necessary, place all at rear of publication. This saves the cost of hand insertion.
- Save litho negative for reprinting (when applicable).
- Don't do unsuitable work (long runs) on office copiers. The smaller the copier, the more cost per page.
- Order high use items in economical quantities (6 months to 1 year supply).
- Use fewer colors or color combinations (Try black on white with screens, or duotones).
- Use color slip-sheets or precut tabs in place of angle-cut or laminated tabs.
- Eliminate the need for tab dividers by including a table of contents and numbering pages consecutively (1, 2, 3, etc.) or by chapters (1-1, 1-2, 2-1, 2-2, 3-1, etc.).
- Accept standard bindings (saddle stitch, side stitch, tape binding, plastic comb (GBC), and spiral binding, which are less expensive than acco-fasteners, perfect binding, or screw posts.



Where to Send Your Work: DAPS Online

The best way to order DLA Document Services in-house services is through **DAPS Online**. It is specifically designed for our military and government agency customers. This web-based solution is available at:

www.daps.dla.mil

Following the user friendly instructions, you can design job specifications, submit a document file, and receive a cost estimate and digital proof, prior to finalizing your order. When your print order is completed, DLA Document Services will ship it to your location or have it ready for pickup at a convenient facility.



DAPS Online is a web-based electronic ordering system designed to provide our customers with the tools to manage documents, production, and distribution needs.

Place your order with DLA Document Services from the convenience of your desktop, from anywhere in the world, and at any time. Simply go to our home page; follow the link for DAPS Online; choose the location by selecting your state; register and place your order!

DAPS Online (Cont'd)

Register and Logon:

Access DAPS Online at our website:

<http://www.daps.dla.mil/dexd/DAPSONline.jsp>

Scroll to the map and click on your state or location.

You will be linked to the appropriate *DAPS Online* office site.

Click on the "Register" tab to become a *DAPS Online* user. Fill out the registration form and then click on "Submit."

Registration is done only once. An email will be sent to you to confirm registration and to provide you with your ID and password which you created. Once you are registered, you will only need to logon to use the *DAPS Online* services.

Customer Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address <https://www.norfolk.daps.dla.mil/da8/jsp/CustRegOrUpdate.jsp>

DAPS

Document Automation & Production Service

Home Logon **Register** Products Local News Contacts Your Account Help

Customer Registration

Please enter the new User ID and Password information below.

User Information (* = Required Information)

*First Name: <input type="text" value="Jane"/>	*Last Name: <input type="text" value="Doe"/>
*E-Mail Address: <input type="text" value="jd@america.org"/>	*User ID: <input type="text" value="jdoe"/>
*Password: <input type="password" value="*****"/>	*Verify Password: <input type="password" value="*****"/>

DWAS Customer ID: <input type="text" value="N00000"/>	Agency: <input type="text" value="Army"/>
Organization: <input type="text" value="DAPS"/>	DSN Phone: <input type="text" value="555-5555"/>
Commercial Phone: <input type="text" value="555-555-5555"/>	

***DAPS Home Location**

State: City: Location Name:

Billing Address

*Address 1:

DAPS Online (Cont'd)

Placing an order once your account is established:

1. Logon to the website, then click on the "Place An Order" tab to view the sub-tab menu selections.
2. To fund and order your printing requirement, select "Quick Print" or "Special Order."
3. Complete the order specifications screens, upload your digital file for printing, and fill out the funding selection screen.
4. To establish an open account to fund all of your printing requirements for the fiscal year, select "Establish Requisition," and complete the screens that follow. **Note: To allow other users in your office to order against your account, you must select "Yes" to the question: "Share funding with other users?"** Also, to charge a printing requirement to your open account, you must select the requisition number that corresponds to your account at the funding selection screen, when placing your "Quick Print" or "Special order."
5. You will receive an email confirmation when your order status changes if those blocks were selected.

Viewing Orders:

To check the status of your orders, simply logon to *DAPS Online* and click on the "Search" tab.

The following screen will display a listing of all the orders you submitted using *DAPS Online*.

Click on the requisition number to view the order and to view the estimated/actual cost.



DLA Document Services Provides Web-based Print Preview

DLA Document Services has had great success with their web ordering solution – DAPS OnLine – thanks to YOU! The numbers prove your comfort and satisfaction --



thirty-five percent (35%) of customer orders are already submitted by you using

DAPS OnLine. We know this means you want to save time in getting your order and you want to buy at the lowest cost.

EASY TO USE

SAVE TIME

SAVE MONEY

Technology at Work for YOU!

It is because of our customers that DLA Document Services continues to improve our web ordering solution. We are offering a free web print preview feature through DAPS Online. By opting for a web print preview, your digital file will be viewable on screen just as it will look when delivered. No more will you need to be concerned whether your document will look like you want it. The new print preview feature gives you that "what you see is what you get" confidence. Special requirements such as exact color matching get special attention. As always our friendly and expert Customer Service Representatives will be available to make or correct problems you have identified on the preview file. No more waiting for your hard copy proof in the mail. Once you are happy with the web print preview you can be assured your finished product will be finished and delivered at a quality level.



Digital Proofing via DAPS Online

During file upload customer is prompted if they want a digital proof.

The screenshot shows the DAPS ONLINE web interface. At the top, there is a navigation bar with links for Home, Logoff, Place An Order, Search, Archive, Products, Local News, Contacts, Your Account, Reports, and Help. Below this is a secondary navigation bar with links for Quick Print, Special Order, Establish Requisition, and Modify Requisition. The main content area is titled "Document Transfer" and includes a "Document:" field with a "Browse..." button and an "Info" icon. A "Submit" button is also present. Below the "Document Transfer" section is a "Documents Received" table with columns for "Delete" and "File Name". The table contains one entry: "1277 B PROGRAM.pub". Below the table is a "Digital Proof" section with a prompt: "Selecting to view a digital proof provides you the assurance your document will print properly. We will convert your document PDF, you will receive a notification your document has been converted and can be viewed. When returning to DAPS Online CI on the paperclip icon to view your digital proof. See attached document for guidance on getting the best results for digital pi and printing. If conversion fails with errors a DAPS prepress expert will review your document and make the necessary chang". There are two radio buttons: "Yes, I want a digital proof" (checked) and "No, I do not need to view a digital proof". Below the radio buttons is a link: "Guidance for providing digital documents to DAPS Online". The bottom of the screenshot shows a Windows taskbar with several open applications.

DAPS ONLINE
Document Automation & Production Service

Home Logoff Place An Order Search Archive Products Local News Contacts Your Account Reports Help
Quick Print Special Order Establish Requisition Modify Requisition

Document Transfer Back Next

Defense Logistics Agency
Can Do Right Now!

Quick Print
Document Information
Paper & Printing
Cover Paper
Binding & Finishing
Special Instructions
Document Transfer
Order Confirmation
Scheduling & Delivery
Review Estimate
Billing
Order Review

Select the documents you wish to upload to the DAPS Online system. Please do not use special characters other than the underscore in the file names so that they can be viewable by the DAPS users.

Document: Browse... Info
File size must be less than 100 MB per uploaded file

Submit

Documents Received

Delete	File Name
<input type="checkbox"/>	1277 B PROGRAM.pub

Digital Proof

Selecting to view a digital proof provides you the assurance your document will print properly. We will convert your document PDF, you will receive a notification your document has been converted and can be viewed. When returning to DAPS Online CI on the paperclip icon to view your digital proof. See attached document for guidance on getting the best results for digital pi and printing. If conversion fails with errors a DAPS prepress expert will review your document and make the necessary chang

Yes, I want a digital proof
 No, I do not need to view a digital proof

[Guidance for providing digital documents to DAPS Online](#)

Done

start | Inbox - Microsoft OUT... | Conference call - Mes... | OWL.com - Mergers p... | Document Autometo... | Document Transfer-Fl... | Document1 - Microsof...

Digital Proofing via DAPS Online (Cont'd)

Customer can view status of conversion process

DAPS ONLINE
Document Automation & Production Service

Home | Logout | Place An Order | Search | Archive | Products | Local News | Contacts | Your Account | Reports | Help

Search

Status: Sort On: Orders on or after:

DAPS Order #

Requisition Name

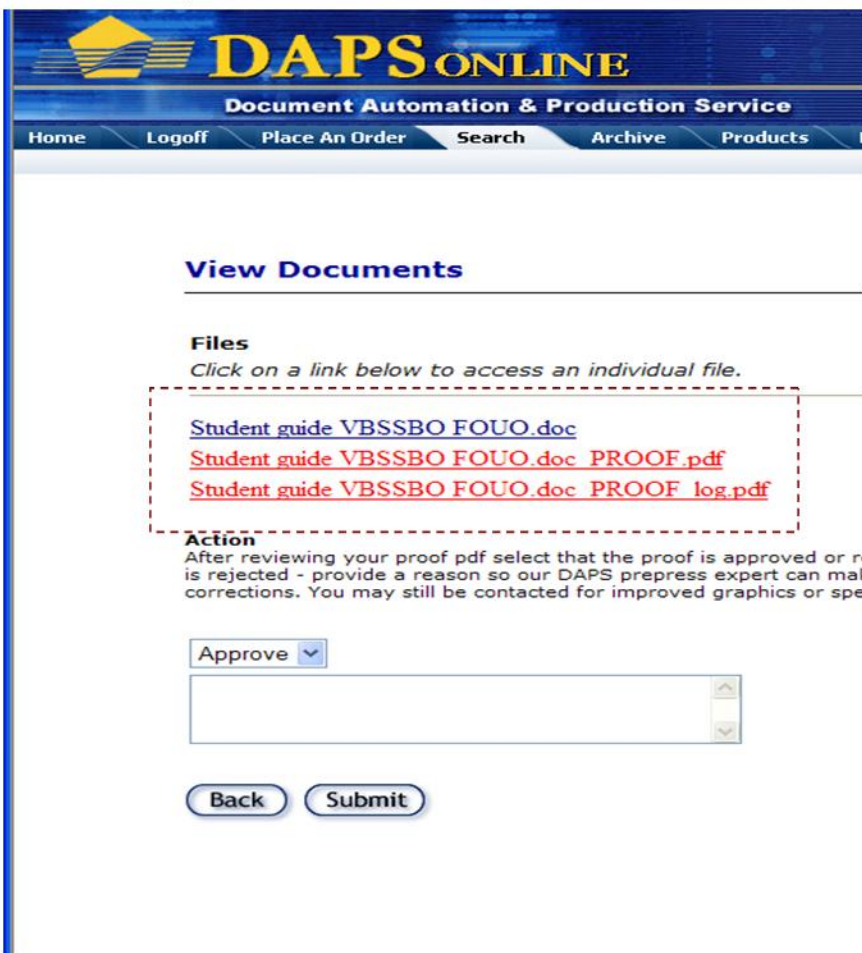
Date	DAPS Online Order #	DWAS Cust Order #	Files	Notes	Status	Date Completed	Estimated Cost	Actual Cost	Delete
07/18/2006	zip file testb				Proof Rejected				
07/18/2006	71806b				Submitted				<input type="checkbox"/>
07/18/2006	71806a				Proof Ready				
07/18/2006	71806f				Proof Ready				
07/18/2006	71806e				Conversion Failed				
07/18/2006	71806d				Conversion Failed				
07/18/2006	71806c				Conversion Failed				
07/18/2006	71806b				Conversion Failed				
07/18/2006	71806a				Conversion Failed				
07/18/2006	thollis test				Proof Ready				

Jobs 1 thru 10

Digital Proofing via DAPS Online (Cont'd)

Clicking on the Link of a Proof Ready Job Status shows three files:

- original native file
- log file and the
- PROOF pdf file.



DAPS ONLINE
Document Automation & Production Service

Home Logoff Place An Order Search Archive Products

View Documents

Files
Click on a link below to access an individual file.

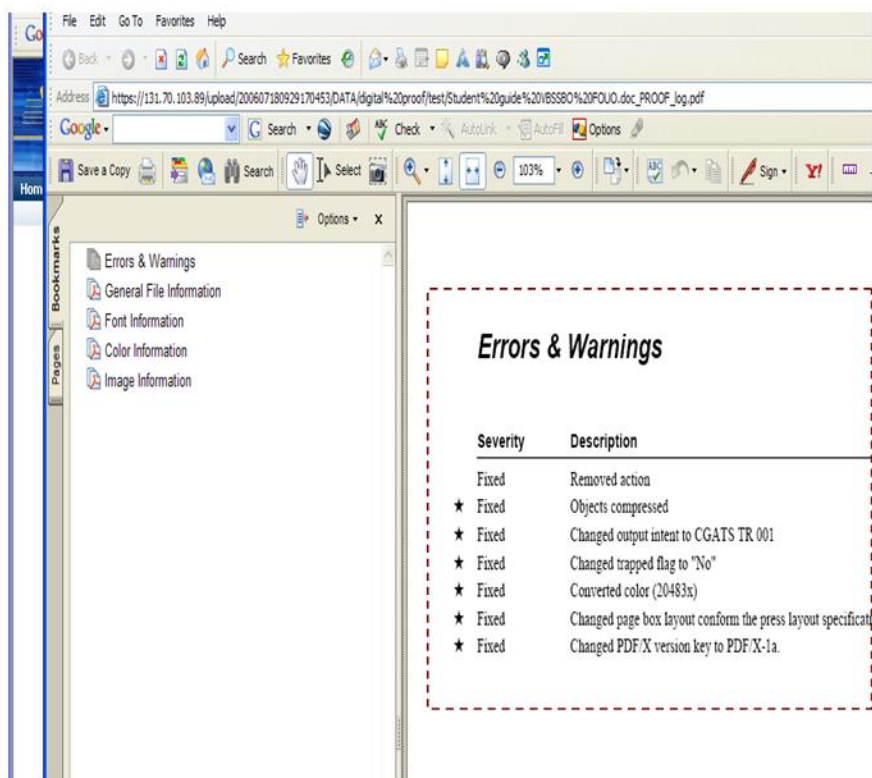
[Student guide VBSSBO FOUO.doc](#)
[Student guide VBSSBO FOUO.doc PROOF.pdf](#)
[Student guide VBSSBO FOUO.doc PROOF log.pdf](#)

Action
After reviewing your proof pdf select that the proof is approved or re is rejected - provide a reason so our DAPS prepress expert can mak corrections. You may still be contacted for improved graphics or spe

Approve

Digital Proofing via DAPS Online (Cont'd)

By opening the log file the customer can view what changes or problems there may be with their document.



The screenshot shows a web browser window displaying a PDF proofing log file. The browser's address bar shows the URL: [https://131.70.103.89/upload/200607180929170453/DATA/digital%20proof/heet/Student%20guide%20\(BSSBO%20FOUO.doc_PROOF_log.pdf](https://131.70.103.89/upload/200607180929170453/DATA/digital%20proof/heet/Student%20guide%20(BSSBO%20FOUO.doc_PROOF_log.pdf). The left sidebar shows a tree view with 'Errors & Warnings' selected. The main content area displays a table of errors and warnings.

Severity	Description
	Removed action
★ Fixed	Objects compressed
★ Fixed	Changed output intent to CGATS TR 001
★ Fixed	Changed trapped flag to "No"
★ Fixed	Converted color (20483x)
★ Fixed	Changed page box layout conform the press layout specificat
★ Fixed	Changed PDF/X version key to PDF/X-1a.

Digital Proofing via DAPS Online (Cont'd)

The "X" are links where customers can find the action taken by the pdf conversion process, i.e. font substitution.

The screenshot shows a web browser window with the following elements:

- Address bar: https://131.70.103.89/upload/200607180929170453/DATA/digital%20proof/test/Student%20guide%20VBSSBO%20FOUO.doc_PROOF
- Search bar: Google
- Toolbars: Save a Copy, Search, Select, 103%
- Left sidebar: Bookmarks, Pages
- Content area: **Font Information**

The 'Font Information' section contains a list of font names, each preceded by a red 'X' in a dashed box, indicating font substitution:

- X Arial,Bold
- X TimesNewRoman,Bold
- X Arial
- X TimesNewRoman
- X Arial,Italic
- X Arial,BoldItalic
- X Webdings
- X Wingdings

Digital Proofing via DAPS Online (Cont'd)

By opening up the PDF file, customers can review the PDF proof.

The screenshot shows the DAPS ONLINE web interface. At the top is a navigation menu with links: Home, Logoff, Place An Order, Search, Archive, Products, Local News, Contacts, and Your #. Below the menu is a section titled "View Documents". Under "Files", there is a list of documents: "Student guide VBSSBO FOUO.doc", "Student guide VBSSBO FOUO.doc PROOF.pdf" (highlighted with a dashed red box), and "Student guide VBSSBO FOUO.doc PROOF_log.pdf". Below the list is an "Action" section with a dropdown menu set to "Approve" and a text input field. At the bottom are "Back" and "Submit" buttons.

View Documents

Files
Click on a link below to access an individual file.

[Student guide VBSSBO FOUO.doc](#)
[Student guide VBSSBO FOUO.doc PROOF.pdf](#)
[Student guide VBSSBO FOUO.doc PROOF_log.pdf](#)

Action
After reviewing your proof pdf select that the proof is approved or rejected. If the proof is rejected - provide a reason so our DAPS prepress expert can make the necessary corrections. You may still be contacted for improved graphics or special fonts.

Approve ▾

Digital Proofing via DAPS Online (Cont'd)

If files check out and are approved - the status will change from *Proof Ready to Submit*.



If the customer rejects the proof, they are given one of 3 options:

- 1. Print native file** - proof files are deleted and job status is change to submit
- 2. Have DLA Document Services clean up PDF proofs** - Status will change to "*Proof in Process 2*" and an email is sent to a production facility alerting them to clean files.
- 3. Delete the job**

Note: DLA Document Services customers can clean up their proof and replace their PDF proof with the system generated PDF. If doing so, job status is changed to "*Proof Ready.*"

Customer can then review "*revised*" proof.

Equipment Management Solutions (Copier and MFD Program)

The DLA Document Services Equipment Management Solutions (EMS) Program provides the capability of a packaged multifunctional device solution tailored to meet the specific needs of your organization. ***We leverage our buying power with industry manufacturers/vendors to provide you with the best value at a lower cost.***



We have negotiated our purchase agreements with specific vendors to offer better prices and terms than are available on GSA contract or Federal Supply Schedules. Terms and Conditions of our contracts are normally more stringent, as well.

Because of ***DLA Document Services*** international business leverage and industry influence, major brand manufacturers have negotiated these contracts with DLA Document Services to lease or purchase MFDs for placement in your office.

Our full range of EMS services offer the following:

- Vendor-neutral Equipment Solutions
- Equipment Maintenance and Supplies to Include Toner
- User Training Services
- Customized Billing Services
- Variety of Lease Options to Serve You
- Equipment Management

The DLA Document Services EMS Assessment Program

Industry research has determined that multi-functional devices and printers provide a variety of functionality to include printing, copying, scanning and faxing. ***The general rule of thumb is: the larger the device, the less expensive per impression.***

DLA Document Services can assist organizational assessments by studying the use of various devices within your organization and recommending proper placement and capacity requirements. MFDs provide an immediate return on investment by the elimination of unneeded stand-alone devices like scanners, legacy printers and faxes. By eliminating these devices your organization saves on the costs of maintenance and consumables.



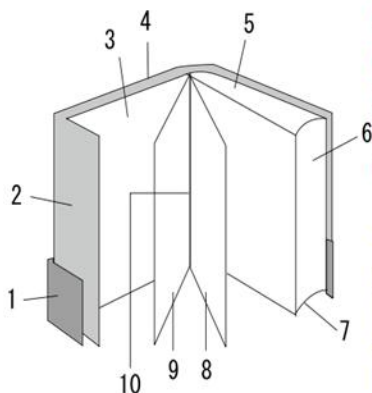
Industry studies for large organizations suggest that typically 3% of the overall Information Technology (IT) budget is spent on the procurement and support of hard-copy and imaging devices.

Furthermore, effective management can reduce costs by as much as 25%, improve productivity, and enhance security. Organizational savings can come from:

- Reduction in the number of stand-alone devices (with savings in supplies and support costs),
- Substitution of lower cost-per-page devices,
- Implementation of routing and utilization rules for color, and
- Standardization (which also reduces training and support costs and improves overall resiliency in the event that a device fails)

Commercial Printing Procurement

DLA Document Services provides specialized commercial procurement through the U.S. Government Printing Office (GPO) for unique printing requirement that cannot be produced in our in-house facilities.



We have available over 50 commercial procurers who will write expert printing specifications, or establish term contracts for items that are required on a continuous basis.

These highly-technical specification writers provide assistance to the DOD and military customers from the start of a requirement through the final printing and production of the item.

The Commercial Procurement overall mission is to:

- ✦ Identify customer needs and offer proper business solutions.
- ✦ Understand agency customer's environment and analyze their business processes to recommend products that best suit their needs.
- ✦ Provide convenient consultative services to DoD/Military customers from anywhere in the U.S.
- ✦ Provide recommendations on paper, binding, stock and etc., to ensure that the product can be obtained at an economical cost while making the delivery dates.

Frequently Asked Questions (Answers on Following Pages)

What is a job number?

What does New, Revised, Reprint mean?

What is One Sided, Head to Head?

What is an ACCO Fastener?

How do I specify padding instructions?

How do I specify "Grade of Paper"?

When must stock be furnished?

Do I need to specify the date required?

Does the requisition need to be signed?

Is it necessary to submit a sample?

Is it necessary to include specifications?

What information must I include in "Remarks"?

What is a collation sheet?

What do I do if the pages don't have a number?

How do I sign up for the open account program?

Can I sign up only at the start of the fiscal year?

What happens to the money that was not used?

Do I need to type the DD Form 282?

Can I submit a separate funding document?

Frequently Asked Questions (Answers)

Most of the blocks on the printing requisition are self-explanatory, but you may find the following questions and answers to be helpful.

What is the Job Number?

Please assign a sequential number you can easily track preferably prefixed by your Command Code. This number is entered into the job number block of your printing requisition. Please be sure that each job number is unique.

Example: 104th-001

What does New, Revised, Reprint, Last Job # mean?

For printing jobs, mainly forms, which are printed and reprinted from time to time, it is helpful for us to know whether it is new, revised, or a straight reprint. A reprint would mean there are no changes and the job is to be printed exactly as it was done previously. For such jobs, it is helpful to note the last job number or date when the job was last printed.

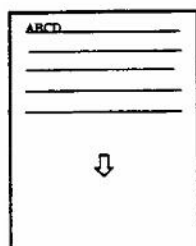


Frequently Asked Questions (Answers)

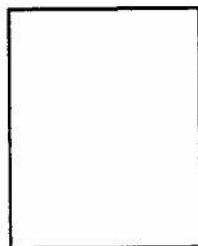
What is One Side, Head to Head, Head to Foot?

This refers to the orientation and the number of sides the sheet of paper is printed on. It is common for a sheet of paper to be referred to as a page. In actuality a sheet is two pages when printed on both sides of the sheet.

One
Side
Only

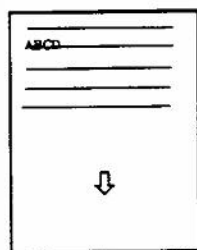


Front Printed

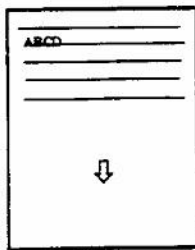


Back blank

Head
To
Head



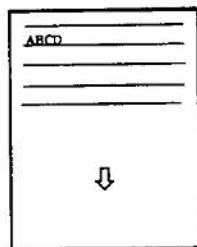
Front



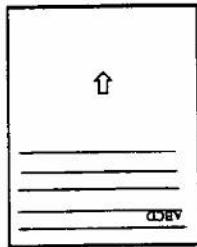
Back

Readable
when
page is
turned
from
left to
right

Head
To
Foot



Front



Back

Readable
when
page is
turned
from top
to
bottom

Frequently Asked Questions (Answers)

What is a Fastener, Staple U/L, Side (2), Saddle Stitch, 2-hole top, 3-hole left, comb binding, Tape Bind?

All of these are designed to hold multiple sheets together into a bound publication or for the placement of the pages into a binder. This is often referred to as binding or finishing.

Staple upper left



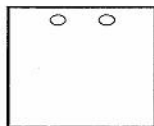
Staple side (2)



Saddle Stitch

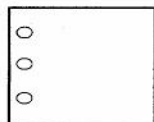


2-Hole Top
Punch/Drill



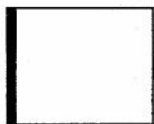
Diameter=
1/4", 5/16", 3/8"
Center to center
= 2-3/4"

3-hole Left
Punch/Drill



Diameter=1/4",
5/16", 3/8"
Center to center
= 4-1/4"

Tape Bind



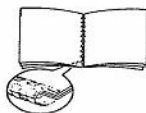
Minimum=15 sheets
Maximum=100 sheets

Fastener with
compressor



Requires punch/drill
on
binding edge.

Comb Binding



Frequently Asked Questions (Answers)

How do I specify padding instructions?

Indicate the number of sheets or sets per pad, such as 100 sheets per pad or 50 sets of 2 per pad. Sets are used for two or three part carbonless paper or with collated multicolor plain paper forms. Also, indicate you want it padded at the top or left.

How do I specify "Grade of Paper - Weight - Color"?

Every effort should be made to utilize only those papers that are stocked/recommended by us. Refer to our Paper Sample Book available from your customer service representative, or Available Paper Stocks on page 48.

When must paper stock be furnished?

We can special order most specialty paper stocks however, ordering specialty stock can add additional time. We suggest customers provide the following where possible:

- Commanding Officer notepaper .
- Invitations that are available in the supply system.
- Non Standard Envelopes

Stock may also be furnished when using paper that is not stocked; however, please contact a local Customer Service Representative before purchasing. Whenever furnishing stock it is a good idea to furnish at least 10 - 20 extras in case of some spoilage during production.

Do I need to specify the Date Required? Can I just put "ASAP"?

It is very important that this block be filled out with a reasonable delivery date to let us know when you will need the job. If the date specified has already passed, if there is no date specified, or if ASAP is specified we will try to complete it at the earliest date possible, depending on our current workload.

Does the requisition need to be signed?

Yes, the printing requisition must be signed and dated by an authorized person prior to forwarding.

Frequently Asked Questions (Answers)

Is it necessary to submit a sample with the printing requisition?

It is a good idea to submit a sample when your job entails specific collation or assembly specifications. If you are requesting a form to be printed, it is a good idea to submit a sample especially if a form number was not previously assigned to the job as we usually do not retain any copies of the job. Many times a job may be delayed solely because no sample was provided. Even if you do not have a sample of the form or publication a sample of the paper requested in the proper weight and color would be very beneficial.

Is it necessary to include specifications each time, even if a form was ordered before?

Yes, it is very important to specify exactly what you want each time. Some forms are ordered by various customers, but with slightly different specifications. Our records may not always be reliable for specifications on such forms, and especially if it has not been ordered for several years. Providing complete specifications will ensure that you get what you ask for. Not providing complete specifications may result in getting jobs that are partially complete.

What information must I include in "Remarks"?

Specify any additional instructions, as necessary, such as:

- Special wrapping instructions.
- Starting and ending numbers for those forms that are to be sequentially numbered.
- Special binding instructions, such as use of GBC or tape binding.
- If distribution by U.S. mail is requested, typed mailing labels must be provided. If the mailing is to multiple addressees, a separate distribution list of addressees and the quantity for each addressee should be provided.
- If CD ROMs are being provided, specify software program used and the file names.

Frequently Asked Questions (Answers)

What is a collation sheet?

A collation sheet, also referred to as a sequence sheet, is a form used to indicate the proper sequential order of the pages in a publication. When properly completed, the following are correctly specified:

- What page follows what page
- What page prints on the "front side" of the sheet
- What page prints on the "back side" of the sheet
- What pages will print only on one side (back is blank)
- Location of foldouts, tabs, covers, etc.

Why must I use a collation sheet?

There are many reasons for using a collation sheet. Some of the major reasons are:

- It ensures the printing of the pages in their correct sequential order.
- When the pages of a book are printed in a sequence different from the collation sheet, there will be no question that it is a printing error, and will be corrected at no charge.
- When the collation sheet is prepared at the command, it acts as a checking device to ensure that all pages are included in the package submitted. Because this is extremely important when processing classified documents, a collation sheet is required for all classified publications.
- It is a convenient way to indicate "blank" pages and location of tabs, foldouts, and other inserts.
- It helps to determine the proper number of "pages" and "sheets" when asking for an estimate.

What do I do if the pages do not have a page number?

- In this situation, it is necessary to identify the pages on the collation sheet in a manner that will easily distinguish one page from another. A preferred method is to write the first few words that appear on the page in the blocks provided.

Frequently Asked Questions (Answers)

- Even when the pages are numbered, it can be troublesome if several of the pages have the same page number. In these cases, in addition to the page number, another word or words must be written in to clearly indicate the proper sequence.
- An alternative to providing a collation sheet for publications with pages that are hard to identify, is to number each page using a non-reproducing blue pencil.

Examples of Common Situations Encountered in Preparing "Collation and Data Record"

Any Collation Form May be Used

COMMON RULES:

1. Odd-numbered pages should be planned to print on the front sides of the sheet.
2. Generally, publications should be planned for 4 pages, or multiples of 4 (plus separate cover if one is required); it is a must for saddle-stitched publications (saddlestitch = a publication bound by staples through the center fold).
3. Indicate desired image size and sheet size for foldouts utilizing the recommended sheet lengths when possible. Be sure foldout lengths include an allowance for aprons when required.

COLLATION AND DATA RECORD
PAGE SEQUENCE AND FOLDOUT INFO
See back page, also, 5th slide

Live! Blank pages by a start mark (1), see NR

If requested, do not use a different size of paper than the original

SHT. NO.	FRONT	BACK	FOLDOUTS	
			SIZE	LEN.
	COVER			
1	i	ii		
2	iii			
3	1	2		
4	3	4		
5	5			
6	7	8		
7	9			
8	IV			
9	I	2		
10	3	4		
11	5	6		
12	7	I 8		
13	IV			
14	II	1 2		
15	3	I 4		
16	IV			
17	A ¹	2		
18	3	A ⁴		
19	IV			
20	FD I-1	FD I-2	24x9 1/2	35
21	FD II-1	FD II-2	18x9 1/2	17 1/2
22	FD III-1	FD III-2	18x9 1/2	22 1/2
23	FD IV-3		20x9	
	BACK COVER			

Separate Cover with blank inside Front Cover.

If dividers are required indicate in this, or similar, fashion.

Back Cover, blank on inside back and back

To avoid repeating "I" and similar repetitive prefixes, list in this manner.

Back Cover, blank on inside back, and printed on back with "CONFIDENTIAL" wording.

List foldouts by indicating the desired image size and sheet size utilizing the recommended foldout lengths. Allow for aprons as required.

COLLATION AND DATA RECORD
PAGE SEQUENCE AND FOLDOUT INSTRUCTIONS FOR PRINTER
See back page, also, 5th slide

Live! Blank pages by a start mark (1), see 5PPS WESTINGHOUSE

If requested, do not use a different size of paper than the original

SHT. NO.	FRONT	BACK	FOLDOUTS	
			SIZE	LEN.
1	COVER	INTRO		
2	1	2		
3	3	4		
4	5	6		
5	7	8		
6	9	10		
7				
8	BACK COVER	CONFID		

Example of inserting blank pages on a publication to achieve the "multiple-of-4-page" goal (See Common Rule No. 2 above).

Frequently Asked Questions (Answers)

How do I sign up for the open account program?

Contact any Customer Service Representative at DLA Document Services. For a phone number, check our website at www.daps.dla.mil and click on DAPS locations.

Can I sign up only at the start of the fiscal year?

No, the open account program can be started at any time.

What happens to the money that was not used?

Any left over funds can be de-obligated by the command before the fiscal year ends.

What do I do when the funds originally obligated are exceeded by my expenditures?

There are several things that can be done. The first is to send an amendment to the original funding document to increase the amount of the fund, or you can send a letter/memo to increase the fund amount.

Do I need to type the information on the DD Form 282 printing requisition?

No, it is not necessary for information on this form to be typed as long as everything is legible. It is suggested that the form be filled out in quadruplicate – three copies for DLA Document Services and one for your own file.

Can I submit a separate funding document for special jobs?

Yes, special funding requirements can be submitted on separate funding documents.

Frequently Asked Questions (Answers)

The files retained at DLA Document Services for previously printed jobs are limited to *Print-on-Demand* jobs for which the customer has requested us to maintain a digital file. A file name must be designated and referenced to permit filing for future orders.

DLA Document Services does not keep files for all other jobs. Therefore, it is recommended that the customer submit a digital file, or the best copy available for scanning and replication. If you would like to have files kept for recurring jobs, please consult your local Customer Service Representative for the best way to handle your particular situation.

To help us check on the status of a job for you, it is most helpful if you provide us with the job number. For open accounts, the job number is assigned by your organization and consists of the 3-digit account number, plus a sequential serial number, such as "213-080". For jobs submitted with a credit card or a separate funding document, a 4-digit job number is assigned in the top right corner of the funding document and a copy is returned to the customer at the time of submission.

If a funding document was mailed or the job number is not known, other information must be given to us in order to check status, such as:

- Customer/organization
- Form number or description
- Date submitted
- Quantity
- Requested delivery date
- Type of job
- Typesetting, Desktop Publishing or Graphic Arts?
- Was it classified?

Paper Stock and Applications

GRADE	WEIGHT	COLOR	COMMON USES
Bond	20	*Various	Forms, directives, publications
25% Rag Bond	20	White	Letterheads
Offset Book	50	White	Forms, directives, publications
Offset Book	60	White	Publications (w/photos), heavy ink coverage
Offset Pebble	70	White	Publications (w/photos), heavy ink coverage
Offset Gloss	100	White	Publications (w/photos), heavy ink coverage
Parchment	60	Various	Certificates
Ledger	32	White/Buf	File cards, logs, folded brochures
Index	90	*Various	Covers, dividers, signs, posters
Crack & Peel		White/Red	Mailing labels, misc. labels
NCR (CFB)	17	White	Forms printed on one side when up to 5 handwritten or 7 typed copies are required.
2-Part NCR**		White/Yellow	Carbonless forms requiring color coded multiple part sets
3-Part NCR**		White/Yellow/Pink	Carbonless forms requiring color coded multiple part sets
4-Part NCR**		White/Yellow/Pink/Gold	Carbonless forms requiring color coded multiple part sets
5-Part NCR**		White/Green/Yellow/Pink/Gold	Carbonless forms requiring color coded multiple part sets

* Colors (Bond / Index): White, yellow, blue, green, salmon, pink, buff

** Sheet colors are listed by order in which they will appear in the printed set

Paper Sales

As the largest DOD paper consumer, DLA Document Services receives paper discounts through bulk purchases. We can pass along those savings to DOD customers by purchasing standard 20lb white plain and 3 hole paper through one of the paper purchase contracts.

There is no minimum or maximum order requirement; however, higher volume orders have a lower price and delivery is included. If you are interested in ordering paper from us, contact your



nearest DLA Document Services location or call the Customer Information Center for further information.

DLA Document Services purchases recycled paper in compliance with current environmental standards for our white copying machine paper requirements. This paper is available to our customers by the carton, pallet, or truckload.

We can usually offer superior discounts to other government suppliers resulting from very large purchases. To be sure, ask your local representative for a price comparison.

Military Interdepartmental Purchase Request (MIPR) - DD Form 448

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST						1. PAGE 1 OF _____ PAGES			
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED		5. MIPR NUMBER		6. AMEND NO.	
7. TO:					8. FROM: (Agency, name, telephone number of originator)				
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.									
ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.)	QTY	UNIT	ESTIMATED PRICE	ESTIMATED TOTAL PRICE				
a	b	c	d	e	f				
						11. GRAND TOTAL			
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.									
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)					13. MAIL INVOICES TO (Payment will be made by)				
						PAY OFFICE DODAAAD			
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.									
ACRN	APPROPRIATION	LIMIT SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION				ACCTS STA DODAAAD	AMOUNT	
15. AUTHORIZING OFFICER (Type name and title)					16. SIGNATURE			17. DATE	

DD Form 448, JUN 72

PREVIOUS EDITION IS OBSOLETE.

Reset

Adobe Designer 7.0

Download at: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0448.pdf>

Credit Card Authorization Form (Sample)

(Note the requirement to enter DODAAC)

Reset Form

DAPS CREDIT CARD AUTHORIZATION FORM

Effective Date(s): _____

Amount (check one) One-time Annual Dollar value: _____

Agency (check one) Army Navy Air Force DoD Other Federal Private

Activity Name: _____

DoDAAC: _____

Credit Card #: _____ Exp. Date: _____

Card Type (circle one): VISA MASTERCARD Security Code: _____

Card Holder Name (as on card): _____

Phone # _____ Fax # _____

Email Address: _____

Mailing Address Line 1: _____

Mailing Address Line 2: _____

City: _____ State: _____ Zip: _____

Supervisor Name: _____

Phone # _____

Activity Commander Name: _____

Phone # _____

As an authorized user of the above credit card, I am using it to make a purchase from DAPS and hereby authorize the charges incurred.

Signature of Card Holder: _____

DAPS use only Office Group: _____
Accepted for DAPS by: _____

DD Form 282

(Sample)

Submit Original and 3 NCR copies to DAPS

DOD PRINTING REQUISITION/ORDER		CLASSIFICATION UNCL			(Requisition automatically becomes "UNCL" when detached from classified material)		106-35 <small>(PLANT JOB NUMBER)</small>	
REQUISITION NO.	DATE OF REQUEST 30 NOV 98	REQUESTED DELY 04 DEC 98	EST. COST		PHONE 474-8757			
FOR REFERENCE CONSULT C. KELLY				SCHEDULED COMPLETION DATE		ESTIMATED COST		
Appropriation and Subhead	Object Class	Bureau Control No.	Sub-act	Authorization Accty/Acty	Trans. Type	Property Accty/Acty	Cost Code	
						FUNDING AUTHORIZATION BASIC REQ. NO. AMOUNT		
FORM/PUBLICATION NO. AND TITLE (in that order) INFORMATION FLYER								
QTY (Specify shts, sets, etc.) 500 SHTS	PAGES 2	QTY WILL LAST	JOB TO BE REPRINTED MOS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	JOB IS <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> A RE-PRINT	LAST JOB NO. —			
ENCLOSURES (Submit clean, well protected copy)			(If other, specify)		PROOFS (Specify only if necessary)			
PAGES COPY	NEGA-TIVES	PLATES	PROOFS (Specify only if necessary)		SEND TO:			
FINISHED SIZE 8 1/2 x 11	MARGINS (Top)	(Left/Ind)	INK (If not black)		GRADE OF PAPER*	WEIGHT*	COLOR*	
FOLD TO (Size)	PRINT <input type="checkbox"/> ONE SIDE <input checked="" type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> OTHER (SEE COPY ATTACHED)				1	BOND	20	PINK
ASSEMBLE <input type="checkbox"/> IN SEYS <input type="checkbox"/> PAGE SEQ	WIRE STITCH (Staples)				2			
STANDARD PUNCH (D/n)	OTHER (Number) (Diameter)		(Cir. to ctr.) (Location)		3			
<input type="checkbox"/> 2-HOLE TOP <input type="checkbox"/> 3-HOLE LEFT					4			
PERFORATE/SCORE <input type="checkbox"/> SEE COPY	PAD (Location)	PRONG FASTENERS <input type="checkbox"/> YES <input type="checkbox"/> NO		NOTE: Grades and weight of paper will be in accordance with specifications issued by the Congressional Joint Committee on Printing. No deviations permitted unless justified.				
COMPOSING/PROCESSING (Prepare/water copy, fotostat, offset, etc.)				WRAP (No. per pag.)		DISPOSITION OF NEGS ORIG H-HOLD D-DESTROY R-RETURN		
FILL IN BELOW TO USE CREDIT CARD FOR PAYMENT: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD				SPECIAL INSTRUCTIONS/REMARKS				
ACCT# _____				SERIAL NUMBERING, REGISTRATION ETC.				
CARDHOLDER NAME: _____								
EXP. DATE _____ NOT TO EXCEED DOLLAR AMOUNT \$ _____								
CARDHOLDER SIGNATURE _____								
* FILL IN APPROPRIATE BLOCKS FOR FUNDING BY APPROPRIATIONS OR CREDIT CARD. LEAVE FUNDING BLANK IF AN OPEN ACCOUNT HAS ALREADY BEEN ESTABLISHED WITH DAPS.								
ORDERING OFFICE (If other than delivery address)				DELIVER TO (Complete address)				
LIAISON OFFICE APPROVAL (Signature and date)								
APPROVING OFFICE (Signature and date) C. Kelly								
SEND CONFIRMATION/MAILING COPY TO (Insert complete mailing address)				DISTRIBUTION REQUIRED <input type="checkbox"/> LIST <input type="checkbox"/> LABELS ATTACHED				
<div style="border: 1px solid black; padding: 5px; text-align: center;"> COMMANDER NAVAL BASE 517 RUSSELL AVE SUITE 110 PEARL HARBOR HI 96360-5020 </div>				WILL PICK UP _____ PLEASE NOTIFY (E/F/I)				
				<input checked="" type="checkbox"/> HOLD C. KELLY 474-8757				
				MATERIAL RECEIVED (Signature and date)				

DD Form 282 (NAVY) (1281) OP DAPS PH (12-98)

Download at: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0282.pdf>

DEFENSE LOGISTICS AGENCY

Document Services

Document Solutions Provider - Innovators

DLA Document Services:

- provides a full portfolio of document services***
- goes beyond being just a services provider***
- is transforming the DOD using online documents***

Can Do Right Now - Responsive

Document solutions professionals

***A professional and organized government business unit,
delivering with quality and on time performance***

DLA Document Services-

Exists for the convenience of our customers

***Building customer trust and loyalty
we have only the customers' best interest in mind
Easy to do business with- eCommerce champions***

www.daps.dla.mil

***1-877-DAPS CAN
(1-877-327-7226)***



DLA Help Desk is open 24 X 7 X 365 (Honest!)