

STATINTL

NOTE: SEE INSTRUCTIONS ON REVERSE SIDE										Approved For Release 2000/08/25 : CIA-RDP58-00453R000200180004-1									
ORDERED BY (PERSON)					BUILDING					ROOM		PHONE		THIS DATE					
BRANCH OR OFFICE					DIVISION					SECTION				DATE JOB REQUIRED					
					Office of General Counsel					1707		3436		20 January 1954					
														28 January 1954					
TYPE	SIZE	NUMBER OF ORIGINALS	COPIES REQUIRED ON EACH	TOTAL NUMBER OF COPIES	PRINT	BINDERY	DISPOSITION OF STENCILS, NEGATIVES, PLATES, COPY, ETC.												
PHOTOSTAT	8 1/2 x 3 1/2	4	NEG. 1 POS. 2	4	ONE SIDE	ASSEMBLED	RETURN												
					TWO SIDES	UNASSEMBLED	RETAIN												
PHOTOGRAPHY			NEG.		HEAD TO HEAD	FASTENED	DESTROY												
			PRINTS		TUMBLE HEAD	PUNCHED													
MICROFILM			NEG.		PAPER	PADDED	ESTIMATED MONTHLY USAGE												
			PRINTS		KIND	COLOR													
OZALID					INK	PERFORATED	CLASSIFICATION												
COMPOSING					COLOR	RERUN DATA													
					NUMBER	TO BE RERUN													
						NOT TO BE RERUN													
OFFSET PRINT					REMARKS: Please return originals. Do not classify photostats or originals.														
MIMEOGRAPH																			
ADDRESSOGRAPH																			
DELIVERY RECEIPT																			
THE SERVICE ORDERED ON THIS REQUISITION RECEIVED										STATINTL Administrative Officer, OGC									
28 January 1954																			
FORM NO. 36										Approved For Release 2000/08/25 : CIA-RDP58-00453R000200180004-1									

DATE JOB RECEIVED
SCHEDULED DELIVERY

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INSTRUCTIONS

Submit this requisition in triplicate for each type of job. The blue copy will be returned with the date of its receipt and the requisition JOB NUMBER indicated.

Always refer to requisition JOB NUMBER when inquiring about work.

When requesting reruns reference should be made to the prior JOB NUMBER under "Remarks."

Name, building, room, phone, etc. appearing at the top of the requisition should be that of the person most familiar with the job.

Determine definitely what is wanted before sending copy for reproduction. Rebuilding a form in proof is expensive, often costing more than the original composition.

(OVER)

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