

A. Printing Specification

1. Title of Report: -
2. No, of Pages: -at the time of assigning work orders
3. Size/ Dimension:-(for example A-4/ Width 21 cm x Height 29.7 cm + Bleed area 3mm)
4. Thickness of the paper:-.....Inner page.....GSM. Outer PageGSM
5. Type of Paper:-.....Imported Glossy..... Matty.....any other (Please specify).....
6. Color: - 4 + 4 Color..... If any other (Please specify)...
7. Binding: - Perfect.....Spiral.....any other (please specify).....
8. Design: - Cover page design based on the report theme (2-3 design options), Page layout, page setting and text editing etc.

B. Information to be provided along with note for printing of TIFAC documents

| S. No. | Actions | Suggested Response |
|---------------|---|---------------------------|
| 1. | Approval to draft/content of the document from ED (<i>yes/no</i>) | |
| 2. | Plagiarism check (<i>done/not done/ not required</i>) | |
| 3. | No. of pages in the document (No. of Inner pages+ Outer cover + No. of pages of Messages etc.) (<i>Total no. of pages may be mentioned</i>) | |
| 4. | No. of copies to be printed (<i>Total number of copies to be printed</i>) | |
| 5. | List of recipients of the document (<i>tentative mailing list attached / not attached</i>) | |
| 6. | Technical Editing and / or Proof-reading (<i>required/not required</i>) | |
| 7. | Translation (<i>required/not required</i>) | |
| 8. | Suggestive design/design elements (infographics, layout etc. – <i>provided/ not provided</i>) | |
| 9. | Photographs to be used, if any from the Division (<i>provided/ not provided</i>) | |
| 10. | Timeline in which final printed document is required (<i>time in weeks or months may be indicated</i>) | |
| 11. | Name of Scientist from the Division who will liaise with Designer & Printer to oversee the progress of production | |