REQUEST FOR COMPOSITION: DEPT. 787

PLEASE NOTE: No jobs may be worked on until a "Request to Composition" is submitted by the Requesting Department. Jobs must be legible and complete before submission to Composition Dept.
INSTRUCTIONS: Fill out form down to heavy line. Send all copies to Composition Dept.; the upper portion of the green copy will be returned to you with an assigned job number. Refer to your assigned job number when inquiring about your job. Call Ext. 3113 for all jobs.

DATE RECEIVED: [illegible] 1951
REQUESTED BY: [illegible]
RETURN TO: [illegible]
BLDG.: [illegible] ROOM: [illegible] EXT.: [illegible]
DESCRIPTION/FORM NO.: [illegible]

WORK CODE	LEDGER CONTROL	DEPT. OR PRODUCT GROUP	JOB ORDER	ITEM NO.	NO. OF PAGES	COMPOSITION NO.	PREV. COMPOSITION NO.	COMP. DUE
[illegible]	10	000	097	005	500			

PRODUCT PACKAGE NO. | ITEM CODE NO.

REQUESTER'S INSTRUCTIONS:

[illegible] corrections / see attached copy

ALL ENTRIES BELOW THIS LINE BY COMPOSITION ROOM ONLY

SCHEDULE FOR COMPOSITION	DUE DATE	ACT. DATE	REMARKS	[illegible]
☐ Dividing Complete ☐ First Comp. Proof				
☐ [illegible] ☐ Compugraphic				
☐ Changes only Disc ____				
☐ Galleys to Requester [illegible]				
Darkroom Inst.: [illegible]				
☐ [illegible] Comp. Proof ☐ Neg. ☐ Camera				1.0
☐ [illegible] Positive ☐ Pos.				
☐ [illegible] ☐ Artwork ☐ Neg., ____				
☐ [illegible] Tint ☐ Chem. Struct.				
☐ [illegible] Blocks ☐ Pos. Film & Tint ☐ PMT., ____				
☐ Pull and check neg. ☐ Pull and check plates				
☐ Remake plates TYPE ____ AMOUNT ____				
☐ Initial Stripping ☒ Paste Up [illegible]				
Darkroom Inst.: [illegible] ☐ Camera				
☐ 2nd Comp. Proof ☐ Neg. ☐ Neg., ____ ☐ Pos. ☐ PMT., ____			No banner	
☐ Flat Strip ☐ (Didde) ☐ A ☐ B			No neg.	
☐ Opaque negs.				
☐ Proofreading/Approval by Requester				

Additional Work Instructions:
☐ Blue Prints ☐ Step negs.
☐ Glossys
☐ Color Keys [illegible]

Platemaking: ☐ S&R ☐ Flip-Top Total Plates ____ [illegible]

Finished Job (mech's / neg. / PMT's / Plates)
☒ To Requester ☐ To Duplicating
☒ To Pressroom ☐ Supervisor Checks
☐ Dept. Head Checks

MATERIALS USED	DOLLAR CHARGE
Paper Charge	[illegible]
Film Charge	[illegible]
Plate Charge	
Proof Charge	[illegible]
Author's Alt. Charge	
Overtime Charge	
Misc. Charge	
TOTAL	[illegible]

To File Area: ☐ Inside ☐ Outside
Size: ____ Tint Code No.: ____ Colors: ____ Grain Direction: ____

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