

## P - Printing

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**P0005T (31/03/95) Note to Bidders - RFP**

1. **Bidder:** The lowest Bidder is to be interpreted to mean the lowest responsive Bidder. A bid is responsive if it meets the specifications for the work and other specified conditions.
  2. **Qualifications:** The quoted price should reflect the requirement as specified; however, bid qualifications, exceptions or alterations may be submitted with a bid and will be considered as counter offers which may or may not be accepted.
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**P0010T (31/03/95) Note to Bidders - ITT**

Bidders are hereby informed that this is only an invitation to submit a tender, and hence Canada is not obligated to enter into a contractual agreement as the result of Canada receiving offers from Bidders.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P0015D (31/03/95) Plant Closing**

The Contractor's plant closing for Christmas and summer holidays, where applicable, will be taken into account in the calculation of the delivery schedule during which time there will be no delivery.

**PLANT CLOSING DATES**

Christmas Holidays FROM \_\_\_\_\_ TO \_\_\_\_\_  
Summer Holidays FROM \_\_\_\_\_ TO \_\_\_\_\_

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P0020D (16/02/98) Samples**

Send one copy of each item at no charge to:

Government of Canada,  
Communications Co-ordination Services Branch  
350 Albert Street, 4<sup>th</sup> Floor  
Ottawa, Ontario  
K1A 0S5

ATTENTION: \_\_\_\_\_

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**P0020D (31/03/95) Samples**

Effective 16/02/98, this clause is superseded by P0020D.

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**P0025T (31/03/95) Transportation Equalization Program**

This call for bids is part of a Transportation Equalization Program by the Government of Canada.

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**P1001D (31/03/95) Quantity - Approximation**

The quantity specified is only an approximation of requirements given in good faith. Canada shall not be bound to accept delivery of the commodity in the maximum quantity specified, but shall have the right to accept only delivery in such quantity as is actually required.

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**P1005D (10/12/04) Packaging and Packing of Printed Products**

In accordance with the latest edition of the Public Works and Government Services Canada booklet entitled "Guide for Packaging and Packing of Printed Products" (<http://publications.gc.ca/control/publicHomePage?lang=English>).

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**P1005D (31/03/95) Packaging and Packing of Printed Products**

Effective 10/12/04, this clause is superseded by P1005D.

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**P1010D (10/12/04) Print Quality**

In accordance with the latest edition of the Public Works and Government Services Canada booklet entitled "Quality Levels for Printing" (<http://publications.gc.ca/control/publicHomePage?lang=English&s=new>).

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**P1010D (31/03/95) Print Quality**

Effective 10/12/04, this clause is superseded by P1010D.

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**P1011D (10/12/04) Quality Levels for Colour**

In accordance with the latest edition of the Public Works and Government Services Canada booklet entitled "Quality Levels for Colour Reproduction" (<http://publications.gc.ca/control/publicHomePage?lang=English&s=new>).

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**P1011D (31/03/95) Quality Levels for Colour**

Effective 10/12/04, this clause is superseded by P1011D.

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**P1012D (10/12/04) Quality Levels for Envelopes**

In accordance with the latest edition of the Public Works and Government Services Canada booklet entitled "Quality Levels for Envelopes" (<http://publications.gc.ca/control/publicHomePage?lang=English&s=new>).

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**P1012D (31/03/95) Quality Levels for Envelopes**

Effective 10/12/04, this clause is superseded by P1012D.

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**P1013D (10/12/04) Quality Level for Forms**

In accordance with the latest edition of the Public Works and Government Services Canada booklet entitled "Quality Levels for Forms" (<http://publications.gc.ca/control/publicHomePage?lang=English&s=new>).

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**P1013D (31/03/95) Quality Level for Forms**

Effective 10/12/04, this clause is superseded by P1013D.

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**P1014D (10/12/04) Quality Levels for Typesetting**

In accordance with the latest edition of the Public Works and Government Services Canada booklet entitled "Quality Levels for Typesetting" (<http://publications.gc.ca/control/publicHomePage?lang=English&s=new>).

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**P1014D (31/03/95) Quality Levels for Typesetting**

Effective 10/12/04, this clause is superseded by P1014D.

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**P1015D (10/12/04) Quality Levels for Labels**

In accordance with the latest edition of the Public Works and Government Services booklet entitled "Quality Levels for Labels" (<http://publications.gc.ca/control/publicHomePage?lang=English&s=new>).

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**P1015D (31/03/95) Quality Levels for Labels**

Effective 10/12/04, this clause is superseded by P1015D.

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**P1016D (10/12/04) Quality Levels for Binding**

In accordance with the latest edition of the Public Works and Government Services Canada booklet entitled "Quality Levels for Binding" (<http://publications.gc.ca/control/publicHomePage?lang=English&s=new>).

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**P1016D (31/03/95) Quality Levels for Binding**

Effective 10/12/04, this clause is superseded by P1016D.

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**P1017D (10/12/04) Guide to Quality Printing**

In accordance with the latest edition of the Public Works and Government Services Canada booklet entitled "A Customer Guide to Quality Printing" (<http://publications.gc.ca/control/publicHomePage?lang=English&s=new>).

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**P1017D (31/03/95) Guide to Quality Printing**

Effective 10/12/04, this clause is superseded by P1017D.

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**P1018D (10/12/04) Guide - Inspection of Printed Products**

In accordance with the latest edition of the Public Works and Government Services Canada booklet entitled "Guide to the Inspection of Printed Products" (<http://publications.gc.ca/control/publicHomePage?lang=English&s=new>).

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**P1018D (31/03/95) Guide - Inspection of Printed Products**

Effective 10/12/04, this clause is superseded by P1018D.

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**P1020D (31/03/95) Breaks Between Forms**

1. All forms supplied for this requirement will be continuous within each carton, with no breaks between forms.
2. Any breaks that occurred in the manufacturing process are to be spliced with perforated tape or an equivalent method so as to render all forms within a carton useable. All splices must be flagged at the actual splice location and the outside of the carton must clearly indicate that the contents contain a splice. A maximum of only one (1) splice per carton will be accepted.
3. On single part forms, a maximum of 10 percent of the total cartons used to fulfill this requirement are allowed to contain a splice.
4. On two- and three-part forms, a maximum of 12 percent of the total cartons used to fulfill this requirement are allowed to contain a splice.
5. On forms with four or more parts, a maximum of 20 percent of the total cartons used to fulfill this requirement are allowed to contain a splice.

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**P1025D (31/03/95) Overruns/Underruns**

Overruns or underruns are to be shown as a separate item on the invoice.

Unless otherwise stated herein, overruns or underruns must not exceed the following:

- 10 percent overrun on quantities of less than 5,000
  - 5 percent overrun for quantities between 5,001 and 100,000
  - 2 percent overrun for quantities in excess of 100,001
  - underruns must not exceed 2 percent irrespective of ordered quantities.
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**P1026D (31/03/95) Overruns/Underruns**

No overruns or underruns will be accepted.

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**P1027D (31/03/95) Overruns**

Overruns are to be invoiced at the "Additional Same Run" price.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P1028D (31/03/95) Overruns**

Overruns in excess of \_\_\_\_\_ percent or as otherwise stated herein will not be accepted.

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**P1029D (31/03/95) Underruns**

Invoice at the total contract quantity and credit the underrun quantity at the "Additional Same Run" price.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P1030D (31/03/95) Overruns/Underruns**

No underrun will be accepted and overruns are not to exceed \_\_\_\_\_ percent.

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**P1031D (31/03/95) Overruns/Underruns**

Underruns/overruns are to be distributed in accordance with the delivery schedule and should not exceed 10 percent of the total required in each specified region.

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**P1035D (31/03/95) Alterations by Author**

Invoices for author's alterations are to be rendered on a separate invoice. Failure to return components may delay payment of invoices.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P1036D (16/02/98) Alterations by Author**

1. Author's alterations of a minor nature resulting from proof submission are permitted to a value of \_\_\_\_\_ only. Any alterations resulting in costs exceeding this amount must be submitted to the Department of Public Works and Government Services Contracting Authority for approval.
  2. No change to the specification may be made without prior approval of the Contracting Authority.
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**P1036D (31/03/95) Alterations by Author**

Effective 16/02/98, this clause is superseded by P1036D.

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**P1040D (31/03/95) Specifications, Change to**

No change to the specification may be made without prior approval of the Contracting Authority.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P2001D (10/12/04) Contract Term**

1. The term of the Contract shall be for the period commencing from date of contract booking and ending on the last day of \_\_\_\_\_ (**insert month and year**); with Canada having an option to negotiate \_\_\_\_\_ consecutive contract(s) de Novo for a one-year period (each), under the same general terms and conditions as the Contract, subject only to an increase or decrease in the cost of material and/or labour at such time.

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2. The Contracting Authority shall notify the Contractor of its intention to negotiate for a further one-year period, at least ninety (90) days prior to the expiry of the then current term, whereupon the Contractor shall forthwith supply the Contracting Authority with all necessary evidence for the purpose of establishing such labour and material costs. In the event that the price resulting from the negotiation is satisfactory to Canada, then a contract de Novo will be implemented immediately on the expiry of the then current term, but if unsatisfactory to Canada the said current Contract will be deemed to have been fully discharged and ended at the expiry of the then current term.

(a) Cover Stock:

"The price includes \_\_\_\_\_ kg of paper: \_\_\_\_\_ (***State grade, brand name and grammage***), at a base price of \$\_\_\_\_\_ per 51 kg (cwt)."

(b) Text Stock:

"The price includes \_\_\_\_\_ kg of paper: \_\_\_\_\_ (***State grade, brand name and grammage***), at a base price of \$\_\_\_\_\_ per 51 kg (cwt)."

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**P2001D (31/03/95) Contract Term**

Effective 10/12/04, this clause is superseded by P2001D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P2002D (10/12/04) Contract Term**

1. The term of the Contract shall be for the period commencing from date of contract booking and ending on the last day of \_\_\_\_\_ (***Insert month and year***).

2. The price to be paid to the Contractor may be increased or decreased by Canada to reflect increases or decreases in the cost to the Contractor of the paper (only) supplied in the performance of the Contract. The Contractor shall provide the Contracting Authority within ten (10) days from date of increase or decrease all necessary evidence for the purpose of establishing a firm price. The Contractor shall not invoice at other than the prices specified unless and until any proposed price revision is approved by Canada and until the Contract is amended accordingly.

(a) Cover Stock:

"This provision applies to \_\_\_\_\_ kg of paper: \_\_\_\_\_ (***State grade, brand name and grammage***) at a base price of \$\_\_\_\_\_ per 51 kg (cwt)."

(b) Text Stock:

"This provision applies to \_\_\_\_\_ kg of paper: \_\_\_\_\_ (***State grade, brand name and grammage***) at a base price of \$\_\_\_\_\_ per 51 kg (cwt)."

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**P2002D (31/03/95) Contract Term**

Effective 10/12/04, this clause is superseded by P2002D.

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**P2010D (31/03/95) Escalation for Paper**

Effective 01/05/96, this clause is superseded by P2010T.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P2010T (01/05/96) Escalation for Paper**

1. Subject to the following provisions, a portion of the price may be increased or decreased, depending on the price variation of paper stock. This clause is only applicable to changes to the price of paper stock (upwards or downwards) that occur after thirty (30) days from the closing date of the solicitation.
2. In the event of paper transaction cost variation, the Contractor shall provide notice of increase or decrease in the price of paper used for this requirement. It is mandatory that for the notice to be considered it must be received within ten (10) days of the paper delivered to the printer, indicating the price fluctuation (upwards or downwards) of paper stock, as publicly announced and came into effect, by at least three (3) Canadian paper mills who manufacture the grade specified in this requirement and one of those announcing the increase or decrease is in fact the supplier to the contractor either directly or through a distributor.
3. If less than three (3) Canadian paper mills manufacture the specified grade, the majority of the mills making this grade must have announced a price change (upwards or downwards) that did come into effect for escalation to be implemented.
4. At the time of submitting its bid, the Contractor represents that the transaction costs of paper and estimated quantities of the paper proposed, to be used for this requirement are as follows:
  - (a) cover stock: (if applicable) \_\_\_\_\_ lb. at a base transaction price per Cwt. of \$ \_\_\_\_\_.  
Brandname and manufacturing mill: \_\_\_\_\_
  - (b) text stock: (if applicable) \_\_\_\_\_ lb. at a base transaction price per Cwt. of \$ \_\_\_\_\_.  
Brandname and manufacturing mill: \_\_\_\_\_
  - (c) text stock: (if applicable) \_\_\_\_\_ lb. at a base transaction price per Cwt. of \$ \_\_\_\_\_.  
Brandname and manufacturing mill: \_\_\_\_\_
5. If requested by the Contracting Authority, the above base transaction prices will be supported by submitting copies of quotations from the paper supplier(s).
6. Escalation will be implemented by using the percentage of the announced increase or decrease that came into effect by applying it to the transaction base price(s). Price changes will also be supported by before and after invoices.
7. Upon receipt of the above notice and of the evidence of the price changes announced by the paper mills, the Contracting Authority will then modify the price, by an amendment thereto, to reflect the percentage fluctuation of the paper costs to the Contractor's supported based transaction prices.

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8. While not activating the above escalation clause, if, after award, an equivalent paper stock is used by the Contractor other than that specified in the solicitation document, the Contractor must advise the Contracting Authority in writing within fourteen (14) calendar days of this change. It is understood that equivalent means that the paper must meet the specifications in the solicitation document.

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**P2011D (31/03/95) Escalation for Mills**

Effective 01/05/96, this clause is superseded by C3502D.

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**P2012D (31/03/95) Escalation for Distributors**

Effective 01/05/96, this clause is superseded by C3503D.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P2020D (15/09/97) Warehousing**

If unforeseen circumstances arise and in the event that Canada requests some or all of the item(s) in this requirement to be warehoused by the Contractor after the shipping date specified and after the items are manufactured to completion, the price for storage per thousand units per day for each item will be as follows:

(Price per thousand) X (number of days) = Total Cost (Goods and Services Tax extra or Harmonized Sales Tax extra, as appropriate)

Price per day: \$ \_\_\_\_\_  
Per thousand units: \$ \_\_\_\_\_.

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**P2020D (31/03/95) Warehousing**

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P3001D (31/03/95) Destination/Plant**

1. Prices are FOB Destination for the delivery points shown on page \_\_\_\_\_.

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2. FOB Plant prices are to be used in the event that it may be necessary to redirect deliveries to another destination.
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**P3005D (31/03/95) Delivery**

This clause is cancelled effective 10/12/04.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P3006D (31/03/95) Delivery**

1. Initial delivery of \_\_\_\_\_ must be made at destination by \_\_\_\_\_ (including submission and approval of proofs where applicable).  
**N.B.** Normal approval time and delivery of proofs to the printer is forty-eight (48) hours.
  2. Balance: As and when required during the twelve (12) month period from date of Contract in lots/one lot of \_\_\_\_\_ to be delivered to destination within \_\_\_\_\_ working days from the date of the requisition.
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**P3007D (31/03/95) Delivery Authorization**

This clause is cancelled effective 10/12/04.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P3008D (31/03/95) Delivery, Periodical**

Within \_\_\_\_\_ working days after receipt of \_\_\_\_\_. To include proofing time, if required.

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**P3009D (31/03/95) Delivery, Phased**

The Contractor must inform the Contracting Authority one (1) month before expiration of the Contract if the total quantity has not been called-up.

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**P3010D (31/03/95) Printing Material**

Printing material is already in your possession.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P3011D (31/03/95) Printing Material**

Printing material shall be delivered to you by: \_\_\_\_\_.

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P3015D (31/03/95) Overshipment for National Defence**

**THIS CLAUSE TO BE STRICTLY OBSERVED!**

Deliveries in excess of quantities contracted will be accepted under the following conditions only:

- a) excess quantities are not to exceed \_\_\_\_\_ of total quantities contracted. Such overshipment will not require formal contract amendment;
  - b) any quantities in excess of the pre-authorized percentage specified in a) above may be considered. However, such quantities must be approved by Canada by formal contract amendment prior to shipment;
  - c) excess quantities whether pre-authorized as specified in a) above or otherwise will ONLY be accepted as part of a final shipment and are to be shipped to consignee \_\_\_\_\_ only; and
  - d) any deviations from points a), b) or (c) above will not be accepted and any overshipment received as a result will be promptly returned to the Contractor at its cost.
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**P3020D (31/03/95) Packaging Specs - Insert Type Folders**

Maximum quantities per boxed unit, according to type of insert, will be as follows:

2 folds (4 thicknesses): 1,000 per unit  
1 fold (2 thicknesses): 2,000 per unit  
single thickness (paper stock): 4,000 per unit  
single thickness (card stock): 2,000 per unit

Label all cartons as to title, language, quantity and warehouse number.

Maximum size for skids or pallets:

30 in. wide  
40 in. long  
48 in. high

Shrinkwrap skids or pallets.

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**SIZE:**

17 9/16 in. (44,6 cm) Long X  
6 5/8 in. (16,8 cm) Wide X  
3 3/16 in. (8,1 cm) Deep.

**STYLE:**

One place flat die cut plain open blank. Infold sides, hinged lid with full front. No side flaps on lid. Die cut open slots on bottom for sidewall locking tab. Friction lock tab. Friction lock tabs on front lid panel.

**MATERIAL:**

175 lb. test, B flute corrugated. After inserting materials, tape lid front panel to bottom of box.

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**P3021D (31/03/95) Packaging**

The following MUST be observed:

- a) ALL printed matter is to be shipped "finished," lying FLAT in boxes - NOT on their sides or ends.
  - b) ALL printed matter is to be packed in new cardboard boxes of uniform size.
  - c) ALL boxes are to contain the same number of publications UNBANDED AND NOT WRAPPED.
  - d) NO box is to weigh more than 35 pounds.
  - e) ALL boxes are to be completely filled - NO air space or filler material.
  - f) ALL boxes are to have a bursting strength of NOT LESS than 250 pounds per square inch.
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**P3022D (31/03/95) Packaging**

Items shall be packed to permit the application of the lowest available less-than-carload/truckload freight classification, in new and uniform cartons not exceeding 35 lbs. in weight.

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**P3023D (31/03/95) Packaging**

Goods must be strapped and packaged for ease of handling. Delivery must be made on standard wooden skids (40-50" wide x 48" deep). Skid load not to exceed 60" in height and no heavier than 2,500 lbs. Cartons are not to exceed 35 lbs.

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**P3024D (31/03/95) Packaging - Customs and Excise**

Goods must be strapped and packaged for ease of handling. Delivery must be made on standard wooden pallets (42" wide x 48" deep). Pallet load is not to exceed 60" in height and no heavier than 2,500 lbs. Cartons are not to exceed 35 lbs.

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**P3027D (31/03/95) Labelling**

All boxes will be labelled, in large and bold lettering (minimum 20 points size) with:

- a) title and language;
  - b) catalogue number;
  - c) quantity per box.
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**P3030D (31/03/95) Serial Numbers**

Boxes without serial numbers are not acceptable. Boxes must be numbered sequentially and content serial numbers indicated on outside of container.

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**P3031D (31/03/95) Serial Numbers**

All serial numbered boxes must be packed on skids with the lowest number on top reading across from left to right so that the highest numbers will be at the bottom on the skids.

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**P3035D (31/03/95) Shipping**

This clause is cancelled effective 12/12/03.

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**P3039D (14/05/04) Redirect Shipments - Canada Revenue Agency**

Canada Revenue Agency is authorized to redirect shipments from one destination to another during the period of the Contract. FOB Plant price to be used in the event that it may be necessary to redirect shipments to another destination. The new transportation cost (if reflecting an increase due to changed destination) shall be submitted to the Traffic Management Directorate, Public Works and Government Services Canada. It is mandatory that the cost (either an increase or decrease) be approved by the Contracting Authority prior to shipment.

Failure to obtain the prior approval shall imply that any cost increase will not be paid.

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**P3039D (12/05/00) Redirect Shipments (RCT)**

Effective 14/05/04, this clause is superseded by P3039D.

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**P3050D (14/05/04) Intermixing Documents**

1. In the event the Contractor delivers non-conforming work, and this non-conformity is due to pages, covers, booklets, and/or documents of one regional, provincial, or inter-provincial requirement being mixed with pages, covers, booklets, and/or documents of another regional, provincial, or interprovincial requirement, or if this intermixing takes place within the book itself, then the Contracting Authority may, by notice under this clause, inform the Contractor of such mixing and place the Contractor in default under the terms of this clause.
  2. A Contractor who has been placed in default under the terms of this clause is precluded and ineligible, for a period of two (2) calendar years after the award date of the Contract under which the default took place, to be awarded more than one (1) contract per portion of the printing requirements, of the Tax Program for Canada Revenue Agency, whereby the possibility for intermixing could reoccur.
  3. During this two-year period, in the event the Contractor submits more than one low bid in any given portion of the above-described requirements, Canada reserves the right to accept only one of those bids, and the Contractor would be offered the choice to choose which one.
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**P3050D (12/05/00) Default for Intermixing Documents**

Effective 14/05/04, this clause is superseded by P3050D.

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**P3053D (31/03/95) Components**

Components must be suitably packaged to ensure arrival at destination in an undamaged condition and clearly marked "DO NOT FOLD".

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**Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.**

**P3054D (16/02/98) Components**

1. All components for this requirement will be delivered by courier to the Contractor and returned by courier to the client. The cost of the courier service will be borne by the Contractor.

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2. Please select one of the following:
- (a) \_\_\_\_\_ Components will be picked up at the Mailroom, 350 Albert Street, 4<sup>th</sup> Floor;
  - (b) \_\_\_\_\_ Forward the components, COD, by a designated Department of Public Works and Government Services courier.
3. The Contractor will also be responsible for the delivery of the components as specified in each contract. The cost for this service should be included in the prices that are quoted in the bid.
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**P3054D (31/03/95) Components**

Effective 16/02/98, this clause is superseded by P3054D.

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**P4001T (31/03/95) Access to Information**

The Bidder understands that a listing of bidders' corporate names and individual prices is made available after the closing of each solicitation. The Bidder understands that such a listing, known as an Award Notice, is government information that has been and is normally available to the general public. The Bidder also understands that such Notice ensures better value on dollars spent in government contracts as it maintains a healthy competitiveness in our sector of the economy.

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**P5005D (31/03/95) Invoicing**

In order to ensure prompt payment of invoices, the Contractor must either submit individual invoices for each destination showing quantity shipped, or submit a consolidated invoice showing quantity shipped to each destination.

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**P5006D (31/03/95) Invoicing**

Failure to return components may hold up payment of invoices.

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**P5010C (31/03/95) Invoices**

Invoices are to be made out to the consignee. Send original and two (2) copies to the consignee.

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Remarks: THIS CLAUSE IS TO APPEAR IN FULL TEXT IN PROCUREMENT DOCUMENTS.

**P5015C (12/05/00) Invoicing Instructions**

1. Two (2) separate invoices are to be submitted in triplicate as follows:
  - (a) Mail first invoice to:

Canadian Government Publishing  
Communications Co-ordination Services Branch  
350 Albert, 4<sup>th</sup> floor  
Ottawa, Ontario  
K1A 0S5

Requisition No. and Financial Code \_\_\_\_\_;  
Client Reference Number (CRN) \_\_\_\_\_;  
For a firm lot amount of \$ \_\_\_\_\_.
  - (b) Mail second invoice to:

Department: \_\_\_\_\_  
Division: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Prov.: \_\_\_\_\_  
Postal Code: \_\_\_\_\_

Requisition No. and Financial Code \_\_\_\_\_;  
Client Reference Number (CRN) \_\_\_\_\_;
2. Applies to all goods delivered to all Consignees (including the quantity for delivery to the Canadian Government Publishing, Communications Co-ordination Services Branch [CCSB]) itemized in accordance with the Contract pricing schedule herein. Show the reduction off the total invoice cost for the amount payable by CCSB under (a) above.
3. All invoices, shipping and packing slips must show the applicable requisition number and financial code as indicated above.

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**P5015C (16/02/98) Invoicing Instructions**

Effective 12/05/00, this clause is superseded by P5015C.

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