3-06/190.05 - Advance Notice on Layouts

Type 1 Content

Black-typed material to be published that does not contain pictures, graphic illustrations, or other art work must be completed four to six weeks prior to the desired publication date and forwarded, with two copies of the Printing Request (SH-AD-1), to the Printing Management Unit.

Type 2 Content

Publications that are to contain pictures, graphic illustrations, or other art work which require varityping should be completed and turned over to the Printing Management Unit, with two copies of the Printing Request, three to four months prior to the desired publication date. This will enable the Printing Management Unit to coordinate the planning and layout necessary for the printing of the publication in a timely manner.

> **NOTE:** It is suggested that units intending to publish material contact the printing manager well in advance of the time that it will be needed regarding the requirements recommended above, in order to obtain suggestions as to how the publication can best be handled from the printing standpoint.