

REPRINTING EXISTING FORMS

2351

(No. 3 July 1998)

Originator

Notifies the CDF Forms Unit of form's low stock.

CDF Forms Unit

Forwards CDF-10, Forms Reorder Approval, to originator.

OR

CDF Warehouse Personnel

Notifies the form's originator of form's low stock and need for reorder by submitting form CDF-10 directly to originator's office, with cc to the CDF Forms Unit for details, if necessary. Completes CDF-10 printing and distribution information. Obtains proper approval signature. Forwards completed CDF-10 to the CDF Forms Unit.

Originator

Determines if revisions are required. Reviews annual usage of the form (contacting the CDF Forms Unit for details, if necessary). Completes CDF-10 printing and distribution information. Obtains proper approval signature. Forwards completed CDF-10 to CDF Forms Unit.

CDF Forms Unit

Prepares printing order and form master or sample. Updates history of form. Forwards printing order to appropriate printing facility.

Printing Facility

Prints job. Forwards stock and masters to CDF Warehouse. CDF Warehouse personnel returns master and printing cost information to CDF Forms Unit. (NOTE: sometimes a printing facility will return the master and printing information to the originator's office. Please forward this material to the CDF Forms Unit.)

CDF Forms Unit

Notifies originator that form is in stock.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

(see next section)

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