INSTRUCTION

NUMBER 7760.3
June 16, 1955

Administrative Reissuance Incorporating Change 1, December 21, 1961

SUBJECT:  Forms for Requisitioning of Printing, Duplicating, and Reproduction Work (DD Forms 843 and 844)

1. PURPOSE

It is the purpose of this Instruction to prescribe forms for Department of Defense-wide uniform use in requesting printing, duplicating, and reproduction work in order to eliminate more than a thousand forms presently being used.

2. SCOPE

The forms prescribed herein are in addition to DD Forms 282 and 283 (Defense Printing Service Requisition and Defense Printing Service Requisition - Short Run, respectively), and Standard Form 1 (Requisition for Printing and Binding), and, where a form is deemed necessary, will be used for requesting printing and duplicating work from all except industrially funded printing and duplicating facilities.

3. FORMS

The forms listed below (copies attached) are hereby standardized for use by all elements of the Department of Defense to replace all military departmental or lower echelon forms used for requesting printing, duplicating, and reproduction work from printing and duplicating facilities (excepting such of those facilities as are industrially funded). The forms prescribed herein will be used immediately upon depletion of supplies of existing forms used for these purposes, or, if desired, a department may
obsolete its present stocks of such forms and use these prescribed forms as soon as they are available:

Requisition For Printing and Binding Service, DD Form 843;

Requisition for Local Duplicating Service, DD Form 844.

4. IMPLEMENTATION

This Instruction will be implemented effective 1 July 1955. Two (2) copies of departmental implementing issuances will be furnished the Assistant Secretary of Defense (Comptroller) by 1 September 1955.

Enclosures - 2

1. Requisition For Printing and Binding Service, DD Form 843

2. Requisition for Local Duplicating Service, DD Form 844
### E1. ENCLOSURE 1

**Requisition for Printing and Binding Service**

- **Date:** [blank]
- **Activity:** [blank]
- **Number:** [blank]

#### Purpose, Design, Economic Aspects, and Conveniences

- **Title of Publication:** [blank]
- **Number and Date:** [blank]

#### Additional Instruction

- **Other:** [blank]

#### Certification

- **Name:** [blank]
- **Sign:** [blank]
- **Date:** [blank]

#### Status

- **For Plant Only:** [blank]
- **Received By:** [blank]
- **Handed Over By:** [blank]

#### Additional Information

- **Date Received:** [blank]
- **Date Complete:** [blank]
- **Date Released:** [blank]

#### Handing Over

- **Received by:** [blank]
- **Date:** [blank]

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**DD Form 843**
## E2. ENCLOSURE 2

<table>
<thead>
<tr>
<th>Requisition for Local Duplicating Service</th>
<th>Date of Request</th>
<th>Date Required</th>
<th>Job Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To:</strong></td>
<td><strong>From:</strong> (Organization and name member)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. For reference consult</td>
<td><strong>Deliver to:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Description (Title, form number, etc.)</td>
<td><strong>Name and phone number of person to call, if to be picked up:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. No. of each</td>
<td><strong>Type of reproduction:</strong> (Specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. No. copies each</td>
<td><strong>Security classification:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Return or destroy</td>
<td><strong>Disposition of originals:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Paper</td>
<td>10. Color Ink 11. Print</td>
<td><strong>Print:</strong> (one side, head to head, collate yes no, head to foot, head to L and R, staple yes no)</td>
<td></td>
</tr>
<tr>
<td>12. Additional specifications (including distribution, punching, padding, location of staples, etc.)</td>
<td>13. Signature of requester (This request form contains no copyrighted material other than that described on official copyrighted form)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Signature of approving official</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**For reproduction use only**

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Priority</th>
<th>Operator</th>
<th>Date Requester Notified</th>
<th>Date Job is Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>17.</td>
<td>18.</td>
<td>19.</td>
<td>20.</td>
</tr>
</tbody>
</table>

**DD Form 844**