

**ORDERING/PRODUCING/DISTRIBUTING
BASIC DEPARTMENTAL MATERIALS
AND/OR
CHANGES TO DEPARTMENTAL MANUALS**

Ordering

A change to a Departmental Manual may be ordered at any time by submitting a request for Printing and Visual Services (HHS-26) to the Publications Technologies Branch/Reprographics Branch (PTB/RB). The preferred method of ordering changes to a specific Departmental Manual is to submit a request for Printing and Visual Services (HHS-26) for the entire fiscal year (Open Requisition). The ordering agency will receive all changes published during the fiscal year for that specific Departmental Manual. The PTB/RB will request these orders, on an annual basis, by the issuance of an internal (HHS) memorandum at the beginning of each fiscal year.

A separate HHS-26 is required for each Departmental Manual for which changes are ordered. Multiple addresses may be used with a single HHS-26. Multiple Can Numbers may be used with a single HHS-26.

The cost for producing a change to a Departmental Manual will be prorated, including all make-ready costs, to all recipients. The total cost for producing a change to a Departmental Manual will be divided by the total number of copies produced to determine the cost of a single copy. Customers will be charged based on this single copy cost. Postage costs will not be included in this single copy cost and will be billed separately.

A basic to a Departmental Manual may be ordered at any time by submitting a request for Printing and Visual Services (HHS-26) to the PTB/RB. The PTB/RB will not accept open requisitions for basic Departmental Manuals. When a basic Departmental Manual is being re-printed, the PTB/RB will request orders by the issuance of an internal (HHS) memorandum.

A separate HHS-26 is required for each title of a basic Departmental Manual ordered. Multiple addresses may be used with a single HHS-26. Multiple Can Numbers may be used with a single HHS-26.

The cost for producing a basic Departmental Manual will be prorated, including all make-ready costs, to all recipients. The total cost for producing a basic Departmental Manual will be divided by the total number of copies produced to determine the cost of a single copy. Customers will be charged based on this single copy cost. Postage costs will not be included in this single copy cost and will be billed separately.

Procedures for the PSC Operated Forms Store

The forms store will stock HHS Forms, stationary, and copy paper.

To order, please indicate your agency, organization, the product/quantity/ and the contact/telephone number as follows:

HHS FORMS and Stationary - Use Form PHS6268 or HHS-393

Copy Paper - Use Form PHS-6181.

Orders may be placed by phone, fax, mail or over-the-counter while you wait.

**Contact: Catherine Rice
Telephone: 202-205-8520
Fax: 202-619-2448**

The Forms Store for SW Complex is located in the Cohen Building, Room G320, effective October 1, 1997.
Hours: 7:30 AM to 11:30 AM; 12:30 PM to 4:00 PM.