

SPECIFICATION FOR PUBLIC GENERAL ACTS OF THE UNITED KINGDOM PARLIAMENT AND MEASURES OF THE GENERAL SYNOD OF THE CHURCH OF ENGLAND

1. BACKGROUND

A Bill (or a Measure) which has been passed by both Houses of Parliament requires Royal Assent for it to become an Act (or Measure).

The Public Bill Office (PBO) (part of the Public and Private Bill Office) in the House of Lords, on behalf of the Queen's Printer, is responsible for arranging for the publication of Public General Acts and Measures.

Most references to Acts in this specification will also apply to the production of Measures; where there are differences, these are highlighted.

2. SIZE

Page size is currently A4 (297mm x 210mm).

3. FORMAT

An Act may consist of any number of pages. Acts of eight pages or more, up to and including 96 pages are to be saddle-stitched. Perfect binding will be required for Acts making more than 96 pages.

Each Act will be produced with a cover which will be printed as a self-cover, although when the page content is 32 or above, a cartridge cover will be required. In most but not all cases the cover will contain a rubric relating to the Explanatory Notes produced in respect of the Act, as directed by the Lords PBO. The title will of the Act will also be printed on the spine if the Act makes 112 pages or more.

4. OPERATIONS

After Royal Assent has been given to the Bill, the Act copy is prepared by the PBO using their FrameMaker systems. Circumstances may arise when the Lords PBO will order a proof of the Act copy (the "Royal Assent proof"); see also under **Church Measures** below.

The Act copy will be provided in hard copy form, accompanied by electronic files – see section 12 (**Copy**) below.

The Act copy will be sent to the printer together with the certificate of the Clerk of Legislation in the House of Lords, on or soon after the day of Royal Assent. **Without this certificate the Act cannot be published.**

These are the printing requirements:

- Read down from discs, output and check against hard copy supplied
- Typeset cover where necessary
- Supply proofs and revised proofs as required
- Print in black throughout
- Fold, inset, saddle-stitch 2 non-rusting wires, or gather, collate and adhesive perfect bind as appropriate, trim 3 edges
- Wrap and deliver in quantities as stipulated.

Church Measures

Church Measures receive the Royal Assent in the same way as Bills.

At or near completion of their passage through Parliament, the Lords PBO will order a proof of the RA copy. The RA copy will then be further manuscript edited by the Lords PBO before being returned to the printer for any necessary revised proofs and subsequent printing, together with the certificate of the Clerk of Legislation.

5. PAGE CONTENT AND FREQUENCY OF PUBLICATION

The page content of an Act or Measure can vary from one page upwards. The number of Acts and Measures produced will also vary from year to year. The number of Acts and Measures produced over the last ten years together with the approximate total page content was as follows:

PG Acts:

Year	Number of Acts	Total Page Content	Year	Number of Acts	Total Page Content
1995	54	3002	2000	45	3840
1996	63	3386	2001	25	1594
1997	69	2296	2002	44	2868
1998	49	2606	2003	45	4030
1999	35	2214	2004	38	3474

Church Measures:

Year	Number of Acts	Total Page Content	Year	Number of Acts	Total Page Content
1995	2	30	2000	1	22
1996	0	0	2001	1	10
1997	1	16	2002	0	0
1998	1	20	2003	3	42
1999	2	36	2004	0	0

6. PROOFING REQUIREMENTS

Where proofs are required there is also a requirement for delivery to any or all of the following:

Public Bill Office
House of Lords
London SW1A 0PW

Parliamentary Counsel Office
36 Whitehall
London SW1A 2AY

Law Commission
Conquest House
37-38 John Street
Theobalds Road
London WC1N 2BQ

Unless otherwise stipulated proofs and discs will be required to be delivered no later than 10.00am on the following working day. The PBO will specify quantities required (normally no more than 12).

7. PAGE LAYOUT

The page layout of an Act is similar to that of the Bill from which it evolved, but without line numbers.

Type area is currently 58.5 picas deep x 37.5 picas wide, including running heads and side notes. On occasions artwork is to be incorporated, layout will be as specified by the Lords PBO.

8. TYPE FACES AND TYPE SIZES

The type faces and sizes are identical to those used in the Bills from which an Act has evolved, the specification for which is included as Appendix A to this Specification.

9. INK

All Acts and Measures are to be printed throughout in black ink.

10. PAPER

Text: White wove printing, neutral sized, 70gsm (archival quality).
Cover: 1. Self cover: white wove printing, neutral sized, 70 gsm (archival quality)
2. Cartridge Cover: Challenger Cream 200 microns (or similar).

11. QUANTITY

The print quantity for each Act and Measure will be determined by the Company taking account of the requirements of both Houses of Parliament and the appropriate Government Department(s) with an interest in the Act. The number of copies required will vary with each Act and will be determined by experience, previous sales history and the Company's view of the likely sales potential.

The following information applied at the time of tendering the contract in January 2005:

Historic sales figures are as follows:

Public General Acts	2000	2001	2002	2003	2004 to 30 Sept
Highest Sales Figure	6,022	3,636	5,768	4,456	3,057
Lowest Sales Figure	919	919	324	321	362
Average Sales Figure	2,170	1,453	1,547	1,234	1,117
Total Sales Figure	39,052	36,315	68,087	56,752	26,807

Church Measures	2000	2001	2002	2003	2004 to 30 Sept
Highest Sales Figure	0	395	0	285	0
Lowest Sales Figure	0	395	0	245	0
Average Sales Figure	0	395	0	271	0
Total Sales Figure	0	395	0	812	0

As a guide, 515 customers have registered to take 579 copies of Acts applying to England and Wales, 116 customers have registered to take 137 copies of Acts applying to Scotland and 61 customers have registered to take 75 copies of Acts applying to Northern Ireland. Many customers are registered for all three so if an Act applies to England, Wales, Scotland and Northern Ireland then there would be a total of 526 customers taking 591 copies.

12. COPY

All copy will be provided by the Lords PBO. At or after Royal Assent, the Lords PBO will supply corrected proofs for publication which will be constituted in PDF and FrameMaker files (the internal systems that they use).

The Company will ensure insertion of price, copyright legend, ISBN and bar code.

13 CERTIFIED COPY

The corrected proof copy of Acts and Measures supplied for publication and containing the certificate of the Clerk of Legislation in the House of Lords is to be retained by the Company and returned to the Lords PBO immediately the House of Lords is sitting after publication of the Act.

14. DELIVERY TIMETABLE

Delivery time is critical. The text of all new Acts will be published on the official legislation Website within 24 hours of receipt of the approved text from the Lords PBO. Printed editions of all new Acts should be made available as quickly as possible and should be delivered no later than 5 working days after receipt of the approved text/press proof. Where more than one Act is given Royal Assent on one day, the Lords PBO will give instructions about priorities.

15. ERRORS

Where errors are found in the printed copy of an Act, the Lords PBO will authorise corrections to be made. Some corrections will require the issue of a correction slip. Proofs will be required and must be sent to the Lords PBO. The corrections should be incorporated into future reprints of Queen's Printer copies and, if yet to be published, the Annual Volumes. Other corrections may be authorised by the PBO to be incorporated into the database and made in the Act copy as next reprinted, and also to be incorporated in the texts included in the Bound Volume and available in electronic media.

16. RECORD COPIES OF ACTS

To meet the House of Lords Archive requirements, two copies of every published Act printed on vellum are produced to the specification attached at Appendix B to this Specification. It will be the duty of the Company to produce or arrange for these vellum copies to be produced in accordance with a separate contract which they will be required to enter into with the House of Lords.

17. SERVICE REQUIREMENTS

The contents of any Act must be kept confidential at all stages of production prior to authorised publication.

The printer will be expected to provide a direct contact at the production unit at each and every print stage of all Acts.

18. QUALITY STANDARDS

The typeset image must meet a minimum standard of 1100 dpi at all times. Printing must be sharp and clear throughout the supply, and associated finishing operations shall be performed to a consistently high quality, the arbiter of acceptability in all instances being the Client.

19. PERFORMANCE AND MONITORING ARRANGEMENTS

Delivery requirements must be fully met to ensure that the quality of service is maintained. Performance will be closely monitored by the Client, who must be allowed access at all times.

Format for Bills, Acts and amendments to Bills

This Appendix describes the Parliamentary format for Bills, Acts and amendments to Bills.

Bills

<i>Page Layout</i>	
Type area:	58.5 picas deep x 37.5 picas wide Measurements include running heads and line numbers
<i>Type Face</i>	
Type Face:	Book Antiqua with Smart Quotes switched off. Superscript and hyphenation not employed.
<i>Page Details</i>	
Cover (where required)	
Measure:	34.5 picas
Title Line:	18pt bold upper and lower case, centred over text, “HL” where appearing in 16pt bold
Title cross rules:	Rule of 0.5pt weight set on an 18pt body followed by a rule of 1pt weight set on a 2pt body across the measure to appear underneath the title line(s)
Headings:	11pt roman capitals centred over text
(Explanatory Notes and European Convention on Human Rights):	
Text:	11pt on 12pt roman upper and lowercase, justified, “HL” where appearing in roman 10pt
Bill and Session Number:	11pt on 12pt roman upper and lowercase characters and arabic numerals, Bill number ranged left and Session number ranged right
Runners:	none

Contents	
Measure:	34.5 picas
Title line:	18pt bold upper and lowercase, centred over text, “HL” where appearing in 16pt bold.
Title Heading (if appearing)	12pt on 14pt roman capitals, centred over text
Title cross rules:	Rule of 0.5pt weight set on an 18pt body followed by a rule of 1pt weight set on a 2pt body across the measure to appear before the title line(s)
Contents heading:	14pt roman capitals centred over text: 30pt spacing below
Part number headings:	11pt on 12pt roman large and small caps, centred over text: 12pt spacing above and below
Part title heading:	11pt on 12pt roman large and small caps, centred over text; 12pt spacing above and below
Part sub-heading:	11pt on 12pt italic upper and lowercase, centred over text: 12pt spacing above, 6pt below
Chapter number heading:	11pt on 12pt roman large and small caps, centred over text: 12pt spacing above and below
Chapter title heading:	11pt on 12pt roman large and small caps, centred over text: 12pt spacing above and below
Chapter sub-heading:	11pt on 12pt italic upper and lowercase, centred over text: 12pt spacing above, 6pt below
Clause numbers and Text:	11pt on 12pt roman upper and lowercase. Numbers ranged right set to a measure of 2.5 picas: text set from a left indent of 3.5 picas, justified.
Rule between clause and Schedule contents:	0.5pt 9 pica rule centred over text
Schedule numbers and Text:	11pt on 12pt roman upper and lowercase. Numbers ranged right set to a measure of 8 picas, followed by em rule Text set from a left indent of 9.5 picas, justified, to align to the right of the em rule.

Contents (continued)	
Running headline:	Absent on first page of Contents, thereafter 9pt italic upper and lowercase, flush left on odd pages, flush right on even pages (“HL” where appearing in 8pt italic). Text of running head to consist of short title of Bill. A rule of 0.5pt weight set on a 6pt body across the measure to appear below the running head.
Folios:	absent on first page, thereafter 11pt roman lowercase, flush right on odd pages, flush left on even pages, top aligning with running head.
Bill and Session Number:	on first page only of contents, 11pt on 12pt roman upper and lowercase characters and arabic numerals, Bill number ranged left and Session number ranged right, set at bottom of page.
Runners:	none
Clauses	
Measure:	34.5 picas
Title line:	
“A”	9pt roman capitals, centre over text
“BILL”	30pt bold capitals, centred over text, 30% spread
“AS AMENDED...”	12pt roman capitals, centred over text
“TO”	9pt roman capitals, centred over text
Long title:	12pt on 14pt roman upper and lowercase, justified
Enactment line:	
dropped initial B:	36pt uppercase;
text	11/14pt roman upper and lowercase, justified
Part and Chapter number headings	11pt on 12pt bold roman large and small caps, centred over text: 12pt spacing above and below
	Part and Chapter title headings: 11pt on 12pt roman large and small caps, centred over text: 12pt spacing above and below
Part and Chapter sub-headings:	11pt on 12pt italic upper and lowercase, centred over text, 18pt spacing above

Clauses (continued)	
Numbered Clause headings:	11pt on 12pt bold upper and lowercase, numbers ranged left and text set from a left indent of 2.5 picas: 18pt spacing above
Text:	11pt on 12pt roman upper and lowercase, justified; set from a left indent of 3 picas: 8pt spacing above
First level (subsection) numbers:	11pt on 12pt arabic numerals, ranged right and set within parentheses, set to a measure of 2 picas: 8pt spacing above
First level (subsection) text:	11pt on 12pt roman upper and lowercase justified, set from a left indent of 3 picas, aligned with subsection number
Second level (paragraph) numbers:	11pt on 12pt roman lowercase characters and numerals, ranged right and set within parentheses, set to a measure of 5 picas, 2pt spacing above.
Second level (paragraph) text:	11pt on 12pt roman upper and lowercase justified, set from a left indent of 6 picas, aligned with paragraph numbers
Third level (sub-paragraph) numbers:	11pt on 12pt roman lowercase numerals, ranged right and set within parentheses, set to a measure of 8 picas: 2pt spacing above
Third level (sub paragraph) text:	11pt on 12pt roman upper and lowercase justified, set from a left indent of 9 picas, aligned with sub-paragraph numbers
<i>Further levels of indentation are based on an additional 3 picas to the preceding measure (in the case of numbering) and an additional 3 picas to the preceding indent (in the case of text)</i>	
Definitions text:	where (unnumbered) definitions text is indented the first line of the definition is set from a left indent equal to the measure for numbered text of the same level; and the second and subsequent lines are set from a further left indent of 1 pica: 2pt spacing above
Inserted text:	where any level of clause or Schedule text is to be inserted in another Act the above specifications apply, with the measure and indentation for that level being increased by the level of indentation of the preceding text. Thus text being inserted by a subsection will be indented by the amount specified above plus 3 picas.
Tables:	set to style provided (generally 11pt on 12pt roman upper and lowercase), with 11pt on 12pt italic upper and lowercase column headings. Top/bottom table rules 1pt weight set across measure: mid-table cross and down rules 0.5pt weight unless otherwise specified.

Clauses (<i>continued</i>)	
Running headline:	<p>9pt italic upper and lowercase, flush left on odd pages, flush right on even pages (“HL” where appearing in 8pt italic). Text of running head to consist of short title of Bill, with any Part and Chapter numbers and titles (with em dash between numbers and titles) on separate lines below.</p> <p>Part and Chapter references in running heads to describe text on first line on the page.</p> <p>A rule of 0.5pt weight set on a 6pt body across the measure to appear below the running head(s).</p>
Folios:	11pt arabic numerals, flush right on odd pages, flush left on even pages, top aligning with running head.
Bill and Session Number:	On first page only, 11pt on 12pt roman upper and lowercase characters and arabic numerals, Bill number ranged left and Session number ranged right, set at bottom of page.
Runners:	<p>11pt italic arabic numerals ranged right set within a 3 pica measure of 11pt on the right of the text.</p> <p>To appear every 5th line effective from the first line after the words of enactment and restarting every new page</p>
Schedules (other than Repeals Schedules)	
Measure:	34.5 picas
Title line:	14pt roman caps 20% spread, centred over text:
Schedule number title:	11pt roman uppercase and arabic numerals centred over text: space of 36pts above
Section reference number:	8pt on 9pt roman upper and lowercase, ranged right, base aligned with Schedule number
Schedule title:	11pt on 12pt roman caps and small caps, centred over text: 12pt space above
Part number:	11pt on 12pt roman caps and small caps and arabic numerals, centred over text: 12pt space above and below
Part headings:	11pt on 12pt roman caps and small caps, centred over text: 12pt space above
Sub-headings:	11pt on 12pt italic upper and lowercase, ranged left: 12pt space above and below
First level (paragraph) number:	11pt on 12pt arabic numerals, set from a left indent of 0.5 picas, 8pt space above
First level (paragraph) text:	11pt on 12pt roman upper and lowercase, set from a left indent of 4 picas, aligned with paragraph number

Schedules (other than Repeals Schedules) (continued)	
Second level (sub paragraph) number	11pt on 12pt roman lowercase characters and numerals set in parentheses, ranged right and set to a measure of 3.5 picas: space of 5pt above
Second level (sub paragraph) text:	11pt on 12pt roman upper and lowercase justified, set from a left indent of 4 picas, aligned with sub-paragraph number
Third level (sub-sub-paragraph) numbers	11pt on 12pt roman lowercase numerals, ranged right and set with parentheses. Set to a measure of 6 picas space of 2pts above.
Third level (sub-sub-paragraph) text:	11pt on 12pt roman upper and lowercase justified, set from a left indent of 7 picas, aligned with sub-sub-paragraph number
<i>Further levels of indentation are based on an additional 3 picas to the preceding measure (in the case of numbering) and an additional 3 picas to the preceding indent (in the case of text)</i>	
Definitions text:	Where (unnumbered) definitions text is indented the first line of the definition is set from a left indent equal to the measure for numbered text of the same level; and the second and subsequent lines are set from a further left indent of 1 pica: space of 2pt above
Inserted text:	Where any level of clause or Schedule text is to be inserted in another Act the above specifications apply, with the measure and indentation for that level being increased by the level of indentation of the preceding text. Thus text being inserted by a paragraph will be indented by the amount specified above plus 4 picas.
Tables:	Set to style provided (generally 11pt on 12pt roman upper and lowercase), with 11pt on 12pt italic upper and lowercase column headings. Top/bottom table rules 1pt weight set across measure: mid-table cross and down rules 0.5pt weight unless otherwise specified.
Running headline:	9pt italic upper and lowercase, flush left on odd pages, flush right on even pages (“HL” where appearing in 8pt italic). Text of running head to consist of short title of Bill, with Schedule number and title (with em dash between Schedule number and title (and any Part numbers and titles (with em dash between numbers and titles) on separate lines below. Schedule and Part references in running heads to describe text on first line of page. A rule of 0.5pt weight set on a 6pt body across the measure to appear below the running head(s).

Schedules (other than Repeals Schedules) (continued)	
Folios:	11pt arabic numerals, flush right on odd pages, flush left on even pages, top aligning with running head.
Runners:	10pt italic arabic numerals ranged right set within a 3 pica measure to the right of the text. To appear every 5th line and restarting every new page
Repeals Schedules	
Number of columns:	2
Column headings:	11pt on 12pt italic upper and lowercase, set above top rule and centred over column, to appear at the beginning of the table and on each new page
Top/bottom rules:	1pt weight set across measure
Column widths:	
Col 1:	14 picas
Col 2:	20.5 picas,
separated by a 0.5pt gutter rule set on a body of 1.5 picas.	
Column headings	11pt on 12pt italic upper and lowercase, centred over column on top rule, to repeat on each new page
Text:	11pt on 12pt roman upper and lowercase, justified; second and subsequent lines of each block of text set from a left indent of 1 pica (i.e. hanging indent).
Continuation headers:	to be set as necessary in Column 1, where entries for that provision in Column 2 go over a page: 11pt on 12pt roman and italic upper and lowercase, in the following form: "XYZ Act 1900 (c. 00)-cont."
Endorsement	
Measure:	34.5 picas
Title line:	18pt bold upper and lowercase, centred over text, "HL" where appearing in 16pt bold
Title heading (if appearing)	12pt on 14pt roman capitals, centred over text
Title cross rules:	Rule of 0.5pt weight set on an 18pt body followed by a rule of 1pt weight set on a 2pt body across the measure to appear underneath the title line(s)
"A":	11pt roman capitals, centred
"Bill":	14pt bold capitals, 20% spread
Text of long title:	11pt roman upper and lowercase. Justified and set within left/right indent of 4 picas

Endorsement (<i>continued</i>)	
Sponsor name/brought from:	11pt on 12pt italic upper and lower case, centred
Print order:	12pt italic upper and lowercase, set within rules of 1pt weight set on a 2pt body, extending 1 pica left and right beyond text, all centred
Bill and session number:	11pt on 12pt roman upper and lowercase characters and arabic numerals, Bill number ranged left and Session number ranged right, set at bottom of page.
Sale imprint:	10pt roman caps and upper and lowercase
Copyright line:	10pt roman upper and lowercase
ISBN and barcode to be inserted by the printer.	

Acts

The Act text is identical in format to the Bill text save for the following:

- (a) The Measure of the cover (where appearing) is 30 picas
- (b) The Royal Crest must appear on the cover (where appearing) and contents pages and on the first page of the text proper, centred at the top of the page.
- (c) The double rules under the title on the cover (where appearing) and contents pages are abolished.
- (d) The short title appears on the cover (where appearing), and first pages or contents and substantive text, centred below the crest, Book Antiqua upper and lowercase, point size as follows:
Cover:36 pt
Table of Contents (TOC):24 pt
Substantive text:24pt
- (e) The Chapter number must appear on the cover (where appearing) and first page of TOC centred under the crest in Book Antiqua caps and arabic numerals, 12/14pt.
- (f) Any Explanatory Notes rubric on the cover (where appearing) is offset 45 pc from the top of the page, justified centre on the page, set within left/right indents of 3 pc and within 1pt rules to run the width of the page
- (g) The year and Chapter number must appear on the first page of substantive text only, centred under the crest in Book Antiqua bold caps and arabic numerals, 12/14pt.
- (h) Running heads and folios:
the short title of the Bill is replaced by the short title of the Act followed by the chapter number in parentheses
on the first page of the substantive text the running heads are replaced by the

Monarch's regnal name in Book Antiqua bold caps and roman uppercase numbers. 11/12 pt centred, and the folio is replaced on that page by the chapter number in the form "c. xx", Book Antiqua bold 12pt

- (i) The date of enactment appears on the last line of, or on the following line, of the long title, in the same format the as the title itself.
- (j) The Bill numbers and session numbers are eliminated.
- (k) Line numbering is eliminated.
- (l) The price on the cover page (where appearing) and the endorsement page are inserted by the printer.

The software must enable the formats described at paragraphs (a) to (k) to be inserted so far as practicable automatically, for cover and TOC to be inserted or removed in any case and for the operation described at paragraph (l) to be carried out, on PostScript or equivalent files.

RECORD COPIES OF ACTS: PRINTING SPECIFICATION

1. Background

Two record copies of every Act (including Private Acts) are produced, which after examination in the Public (or Private) Bill Office (PBO), become the official copies of the Act. One copy is endorsed with the words by which the Royal Assent was signified, and is signed by the Clerk of the Parliaments. This copy is held in the House of Lords Record Office. The other copy is sent for custody to the National Archives.

Provisional Order Confirmation Acts and Private Acts are printed according to the specification and timetable of the Private Bill Office, House of Lords. The Company will remain responsible for contracting or producing the record copy of such Acts under this specification. These copies are printed on archival quality paper within a vellum cover.

The remainder of this specification deals only with Public General Acts, which are printed throughout on vellum.

Note: detailed production and financial arrangements regarding the production of record copies are subject to a separate contract to be agreed between the Company and the House of Lords.

No record copies of Measures are produced.

2. Size

Currently 297 x 210mm (A4)

3. Format

A record copy may consist of any number of single leaves, enclosed by a wrap around cover, and tied with a red ribbon through three holes at the left-hand edge.

4. Operations

- Amend as necessary from existing database (as used in the production of Chapters and Bound Volumes).
- Cover and arrangement pages to be deleted, together with Tables of Derivations and Destinations.
- New cover page to be set, the wording on the cover being taken by the Company from the existing database and set as specified in paragraph 7 below.
- Print both sides in black throughout, cut to single leaves.
- Gather with wrap around cover, drill 3 holes at left-hand edge, trim to size, and tie with red ribbon.

Where mistakes are found in record copies the PBO will authorise the issue of a correction slip or the reprint of a whole page or pages of the record copy.

5. Page Content

The page content of a public Act can vary from one page upwards (excluding cover) and the number of Acts produced will vary from year to year. There is considerable annual variation in the page content.

6. Proofing Requirements

Proofs, *printed on paper not vellum*, will be required of any Act pages which have been amended following the production of the Royal Assent copy and of any correction slip or reprinted pages of the record copy. Proofs are to be delivered to:

Public and Private Bill Office
House of Lords
London
SW1A OPW

7. Page Layout, Type Faces and Type Sizes

As specified in Appendix A.

8. Ink

Record copies are to be printed throughout in black ink.

9. Material

True vellum. Thin or medium grade are used for all large Acts, to ensure that larger Acts do not become too bulky. Corrections are also printed on vellum. Specialist suppliers exist to provide true vellum.

10. Quantity and Frequency

Two record copies are produced in respect of every Act that is published, within six months after Royal Assent. It is the duty of the Company to monitor the time that has elapsed since Royal Assent and to set in hand arrangements for printing record copies.

11. **Copy**

No copy is usually supplied, the Company being required to take the text from the Act database and to produce the wording on the cover (see paragraph 4). Where any additional amendments are to be incorporated, or where corrections or reprinted pages are required, copy will be supplied by the Public (or Private) Bill Office, House of Lords.

12. **Delivery**

All copies are to be delivered to:

Public and Private Bill Office
House of Lords
London
SW1A OPW

13. **Delivery timetable**

All record copies are to be delivered within a period beginning six calendar months after Royal Assent, and ending seven months after that date, unless otherwise agreed with the Public (or Private) Bill Office.

14. **Quality standards**

The typeset image must meet a minimum standard of 1100 dpi at all times. Printing must be sharp and clear throughout the supply, and associated finishing operations shall be performed to a consistently high quality, the arbiter of acceptability in all instances being the customer.

15. **Performance and monitoring arrangements**

Delivery requirements must be fully met to ensure that the quality of service is maintained. Performance will be closely monitored by the customer or HMSO, who must be allowed access at all times.

16. **Contingency provisions**

The Company must ensure that sufficient staff, equipment and facilities are available to maintain an uninterrupted supply of record copies