



PrePac Plus Instructions (8903D-01)

Please review the following information prior to submitting your order. Refer to the *PrePac Plus* Statement of Work (8903B-01) for additional terms and conditions. Questions should be directed to the IBM Application Solutions Group (IBM ASG) at (303) 924-6700.

Step 1 - Complete the bottom portion of the *PrePAC Plus* Statement of Work (SOW). Be sure to include all requested information.

Note: The *PrePAC Plus* SOW must be completed once per year for each customer with a unique customer number. For example, a company may have an enterprise number, and multiple, individual customer numbers. Each area having a unique customer number must have a separate, signed SOW.

Step 2 - Complete the *PrePAC Plus* Order Form. The Order Form must be completed each time a request for resources is submitted. Following is a more detailed explanation of some Order Form sections:

1. **TaxPAC** provides ten of the most commonly used IRS tax forms. Each form is provided with multiple AFP overlays for each copy. These tax forms may be purchased individually, or as a package.
2. All MVS, VM, VSE and RS6000 forms will be shipped with a standard form definition. In the case of AS/400 forms, instructions to modify the print file will be included with the resources.
3. **MedPAC** provides three standard forms required by the Healthcare industry. These forms may be purchased individually, or as a package.
4. **Media Type** - The customer must specify media and density for receipt of output. Choices include most standard tape and diskette formats.
5. **System Type** - The customer must specify the operating system on which the output will operate (e.g., MVS, AS/400, etc.).
6. **Printer Type** - The customer must specify all printers that will print the desired output. The IBM ASG uses this information to create output consistent with the capabilities of the printers.

Step 3 - Send the completed Order Form and all required resources to:

IBM Printing Systems
6300 Diagonal Highway, 003B
Boulder, Colorado 80301-9191
Attn: Application Solutions Group

Application Performance

Application performance is dependent on a number of factors such as: number of fonts, image area, total area of shading, and overall form density. PrePAC Plus provides standard, electronic forms. No performance guarantees are made. If performance is critical, additional services can be provided to design and tune the application. For example, if you have an 'on-demand' job that prints one page, and print time is critical, design and implementation assistance is available.

Please refer to the *PrePAC Plus* Order Form for specific charges for each service. A \$50.00 shipping, handling and media charge is added to each order.