SLS 1113 : 1995
ISO 3535 : 1977

Sri Lanka Standard
FORMS DESIGN SHEET AND LAYOUT CHART

SRI LANKA STANDARDS INSTITUTION

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SRI LANKA STANDARD INSTITUTION
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Colombo 3,
Sri Lanka.

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Sri Lanka Standard
FORMS DESIGN SHEET AND LAYOUT CHART

NATIONAL FOREWORD

This standard was approved by the Sectoral Committee on Information Technology on 1994.12.06 and was authorized for adoption and publication as a Sri Lanka Standard by the Council of Sri Lanka Standards Institution on 1994.12.14.

This Sri Lanka Standard is identical with ISO 3535 : 1977 Forms design sheet and layout chart published by the International Organization for Standardization (ISO).

TERMINOLOGY AND CONVENTIONS

The text of the International Standard has been accepted as suitable for publication without deviation, as a Sri Lanka Standard. However, certain terminology and conventions are not identical with those used in Sri Lanka standards, attention is therefore drawn to the following;

a) Wherever the words "International standard" appear, referring to this standard, they should be interpreted as "Sri Lanka standard".

b) The comma has been used throughout as a decimal marker. In Sri Lanka standard it is the current practice to use a full point on the base line as the decimal marker.

c) Wherever page numbers are quoted, they are ISO page numbers.

CROSS REFERENCE

International Standard	Corresponding Sri Lanka Standard
ISO 2784 : 1974 Continuous forms used for information processing sizes and sprocket feed holes.	SLS 1112 : 1995 Continuous forms used for information processing sizes and sprocket feed holes.

INTERNATIONAL STANDARD ISO 3535

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION · МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ · ORGANISATION INTERNATIONALE DE NORMALISATION

Forms design sheet and layout chart

Feuille-gabarit et grille d'espacements

First edition — 1977-01-15

UDC 651.2 : 681.3.01 **Ref. No. ISO 3535-1977 (E)**

Descriptors : office equipment, data processing, forms (paper), specifications, spacing, dimensions.

Price based on 5 pages

FOREWORD

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO Member Bodies). The work of developing International Standards is carried out through ISO Technical Committees. Every Member Body interested in a subject for which a Technical Committee has been set up has the right to be represented on that Committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

Draft International Standards adopted by the Technical Committees are circulated to the Member Bodies for approval before their acceptance as International Standards by the ISO Council.

International Standard ISO 3535 was drawn up by Technical Committee ISO/TC 95, *Office machines*, and was circulated to the Member Bodies in October 1974.

It has been approved by the Member Bodies of the following countries :

Canada	Japan	Turkey
Czechoslovakia	Norway	United Kingdom
France	Romania	Yugoslavia
Germany	Spain	
Italy	Sweden	

The Member Body of the following country expressed disapproval of the document on technical grounds :

Finland

Printed in Switzerland

Forms design sheet and layout chart

1 SCOPE

This International Standard lays down the basic principles for the design of forms, whether discrete forms or continuous forms, and establishes a forms design sheet and a layout chart based on these principles.

2 FIELD OF APPLICATION

This International Standard applies to the design of forms for administrative, commercial and technical use, whether for completion in handwriting or by mechanical means such as typewriters and automatic printers.

3 REFERENCES

ISO 216, *Writing paper and certain classes of printed matter – Trimmed sizes – A and B series.*

ISO 353, *Processed writing paper and certain classes of printed matter – Method of expression of dimensions.*

ISO 2784, *Continuous forms used for information processing – Sizes and sprocket feed holes.*

4 TERMINOLOGY[1)]

The following terms have been used for the purpose of this International Standard.

4.1 continuous forms : Forms produced in continuous lengths during the manufacturing process and intended primarily for use with sprocket-hole transporting mechanisms.

4.2 layout chart : A sheet provided with scales and other indicators conforming to the characteristics of the majority of character printing machines in general office and data processing use.

4.3 forms design sheet : A layout chart, intended as an aid for the placing of rules and other pre-printed matter in the designing of forms, containing margin indicators and a network of lines indicating the locations of printed rules.

5 DESCRIPTIONS OF FORMS DESIGN SHEET AND LAYOUT CHART

The forms design sheet is intended for applications where the locations of pre-printed rules are specified in advance so that information can be entered within their boundaries.

The layout chart is intended for the positioning of information on forms where the location of printed rules may be left to the discretion of the designer.

5.1 Forms design sheet

Annex A is a forms design sheet printed on a sheet size ISO A4 (210 mm × 297 mm) and provides for the designing of forms up to that size.

The forms design sheet contains printed indicators making provision for a left-hand filing margin of 20 mm and a top margin of 10 mm.

The sheet also contains vertical lines spaced equally at a distance of 2,54 mm (one-tenth inch) corresponding to the vertical lines on the layout chart (annex B), and horizontal lines spaced at 8,466 mm (one-third inch) starting from the top margin.

5.2 Layout chart

Annex B is a layout chart printed on a sheet size ISO A2L (420 mm × 594 mm) and provides for the designing of forms up to size ISO A3L (297 mm × 420 mm) and the size 304,8 mm × 450 mm as laid down in ISO 2784.

The layout chart includes a printed network of horizontal and vertical lines resulting in a pattern of spaces each one 4,233 mm (one-sixth inch) high and 2,54 mm (one-tenth inch) wide.

Provision is made at the right-hand side of the layout chart for printing specifications and any additional material required.

5.3 Relationship between forms design sheet and layout chart

The difference between a forms design sheet and a layout chart is shown in the figure, where a forms design sheet is superimposed on a layout chart.

1) The contents of this clause may be subject to revision as a result of further studies to be made on terminology.

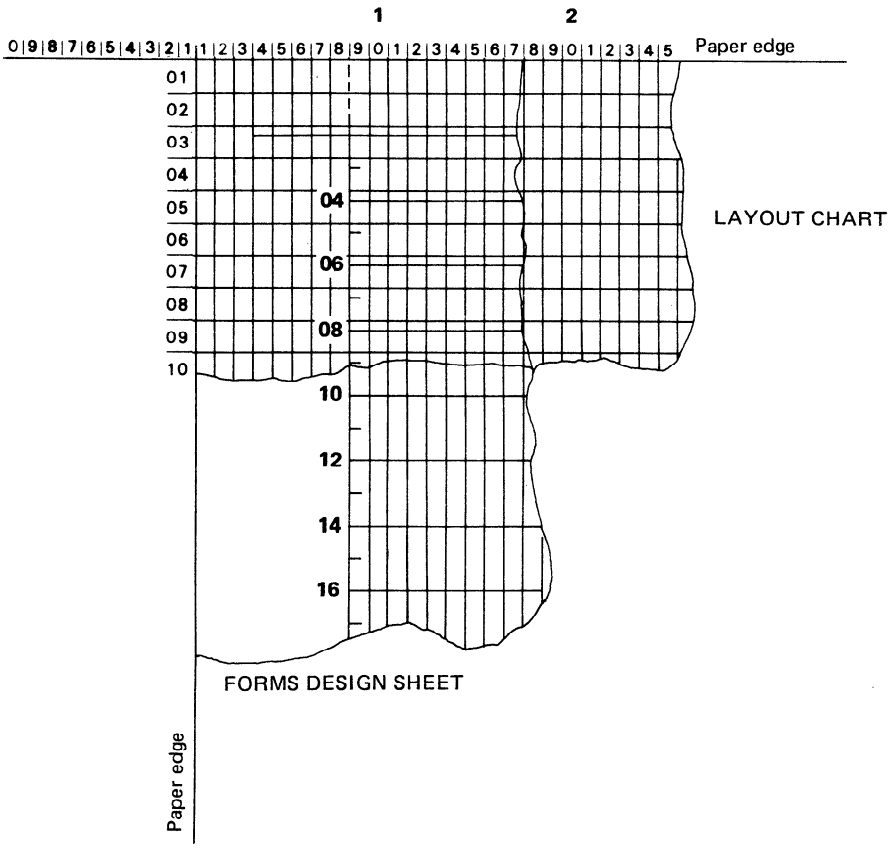

FIGURE — **Forms design sheet superimposed on a layout chart**

The network of lines of the layout chart corresponds to the spacing of the majority of character printing machines in general office and data processing use. Within this network the lines for the forms design sheet are shown located 1,53 mm below the horizontal lines of the network, which allows sufficient marginal space to accommodate descenders of characters projecting below the base lines of characters. In addition margin indicators are provided located 20 mm from the left-hand edge and 10 mm from the top edge of the paper.

NOTES

1 For forms intended for completion on typewriters, machine requirements must be taken into account in the design of the forms in order to ensure that they remain properly aligned during the typing process.

2 In preparing this International Standard account has been taken of office methods and the requirements of data processing applications. Account has also been taken of the layout key for trade documents of the United Nations Economic Commission for Europe which is the subject of Recommendation No. 1 (June 1973) adopted by the working group on facilitation of procedures in international trade.

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ANNEX A

ISO FORMS DESIGN SHEET

The network shall be printed in a non-reproducing blue colour

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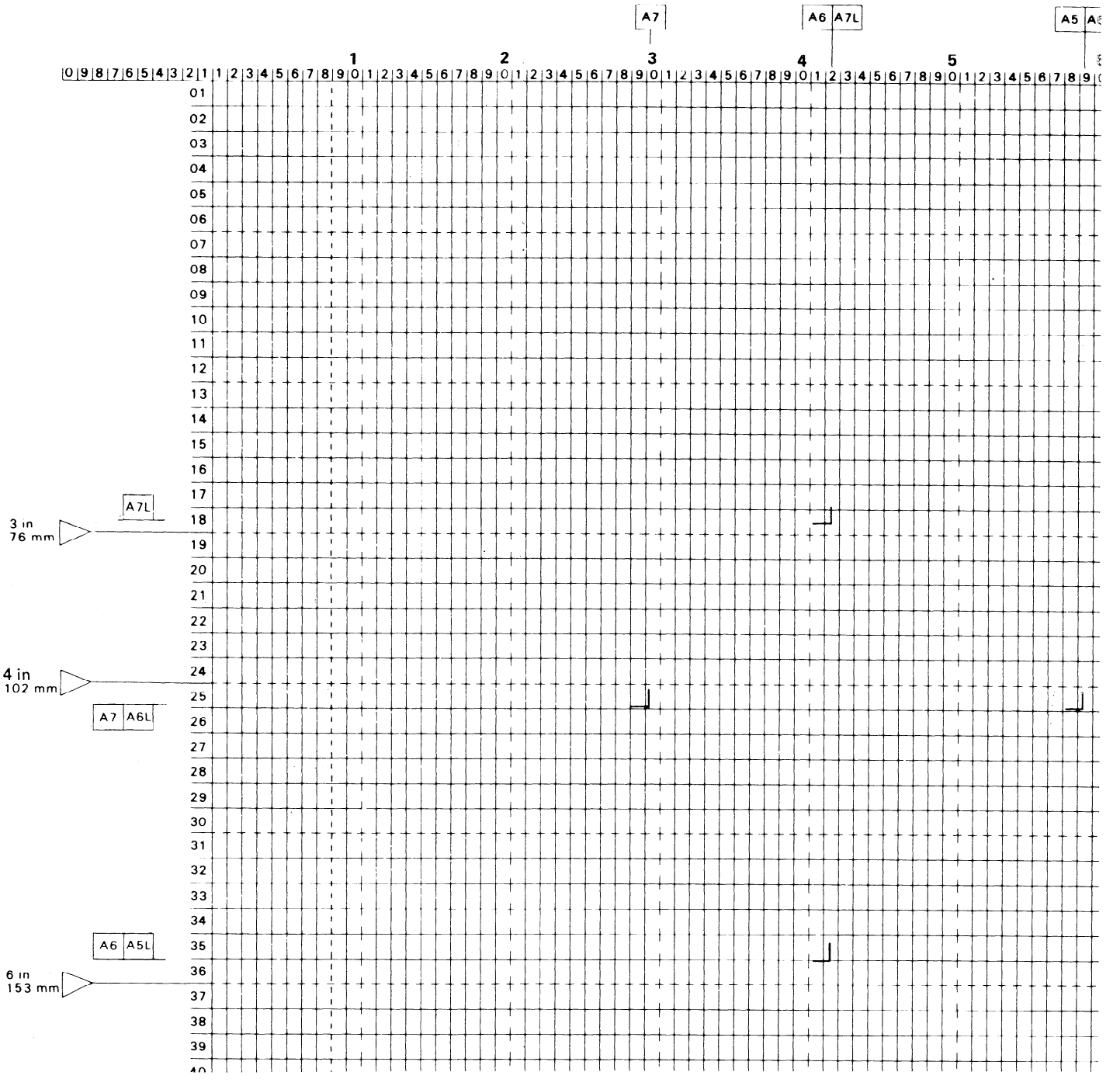
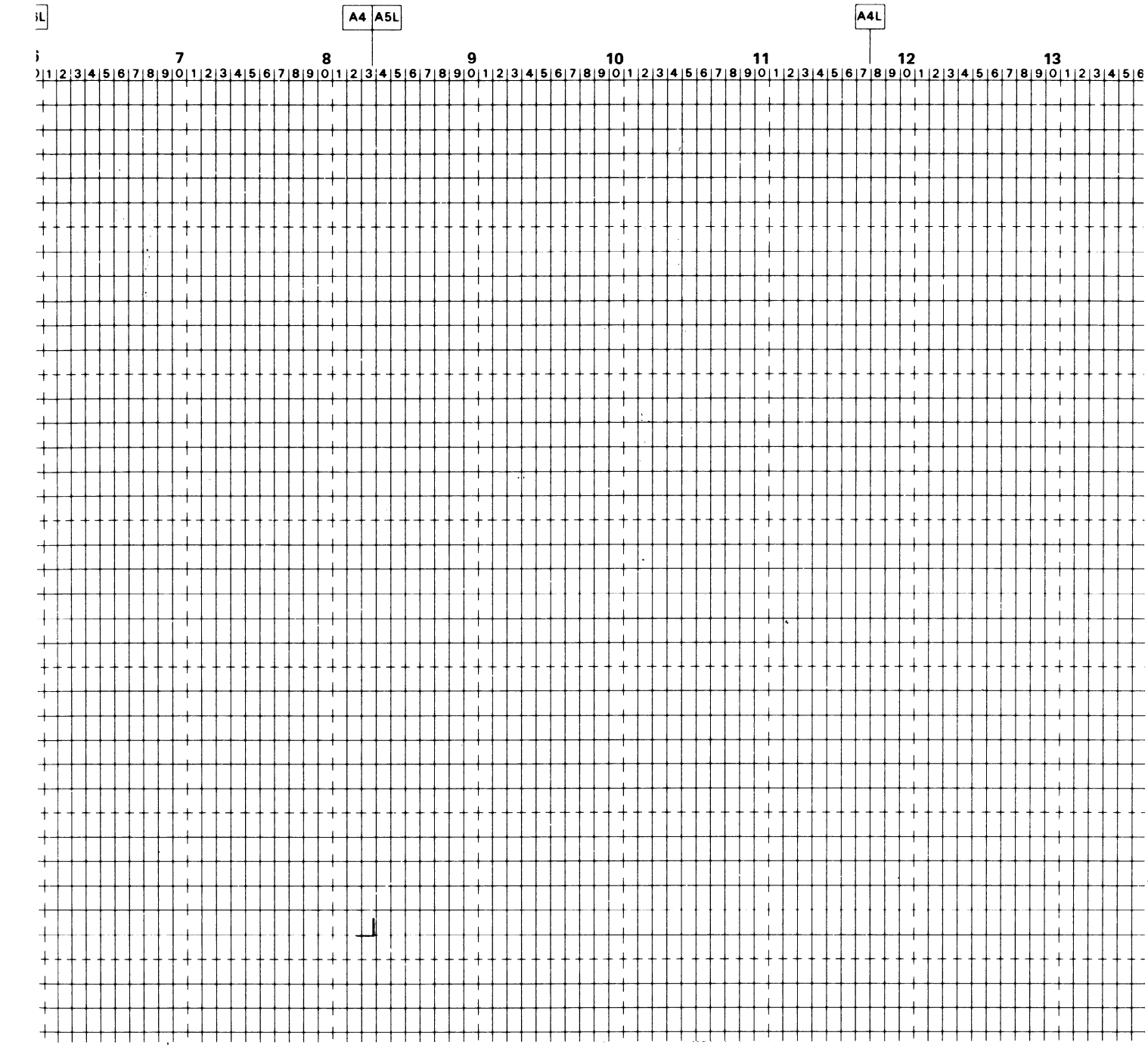

A7
A6
A7L
A5
1
2
3
4
5
A7L
3 in
76 mm
4 in
102 mm
A7
A6L
A6
A5L
6 in
153 mm


A4
A5L
A4L
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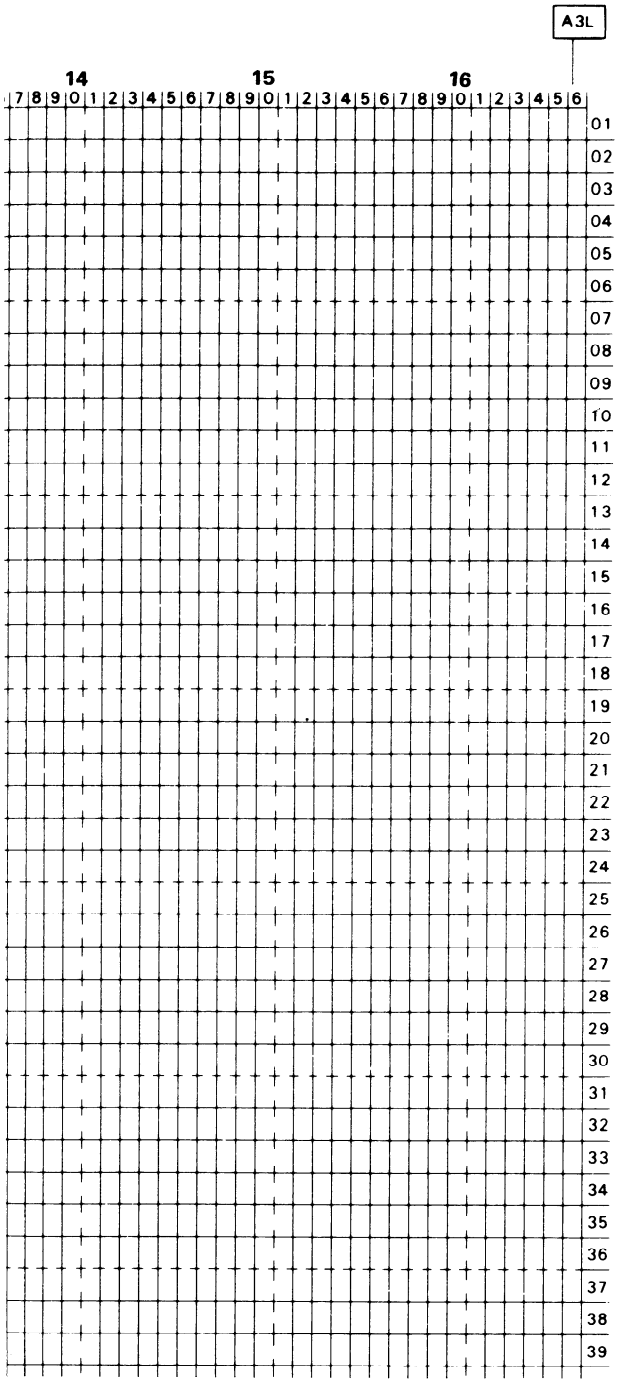
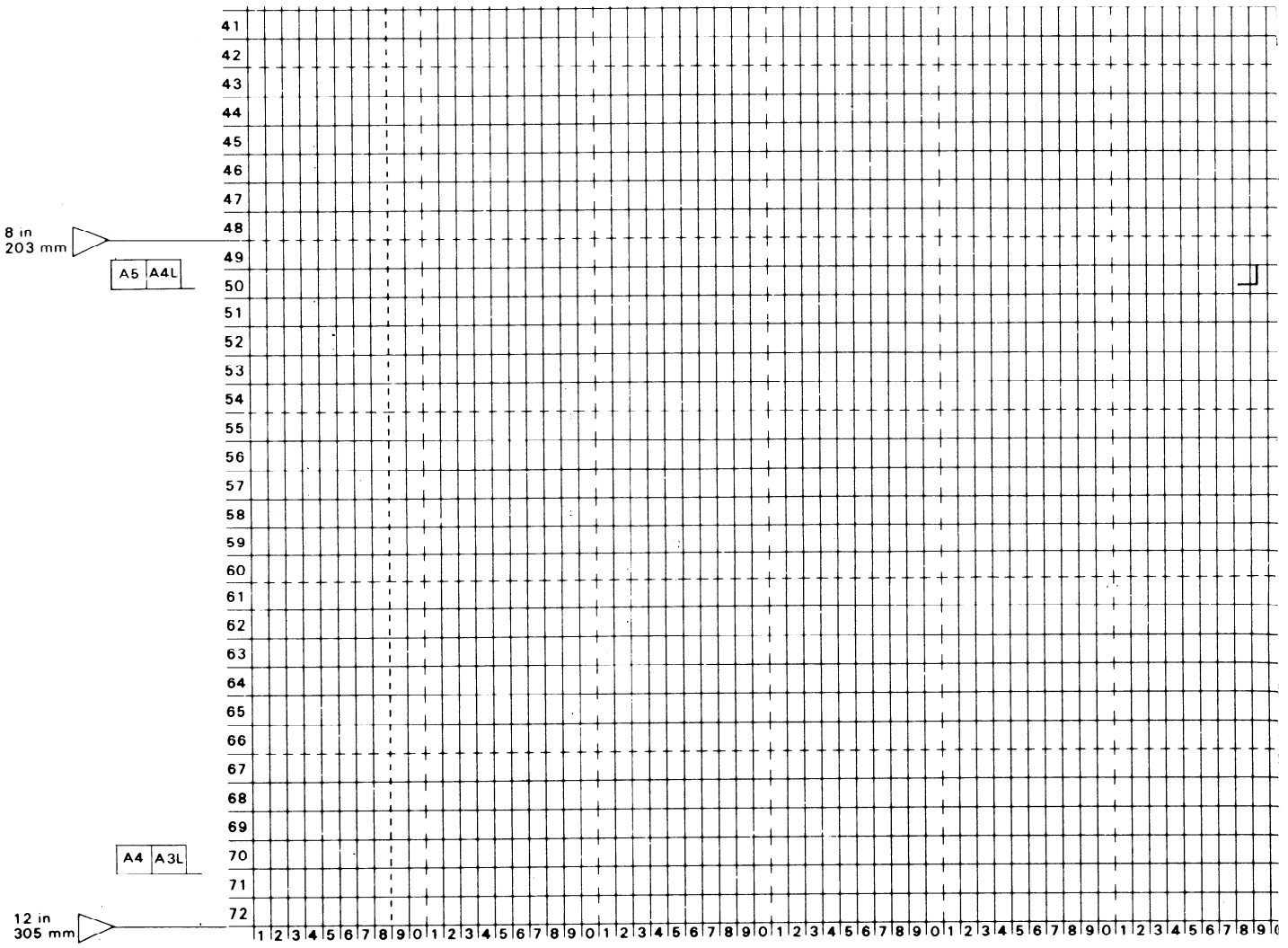
ANNEX B

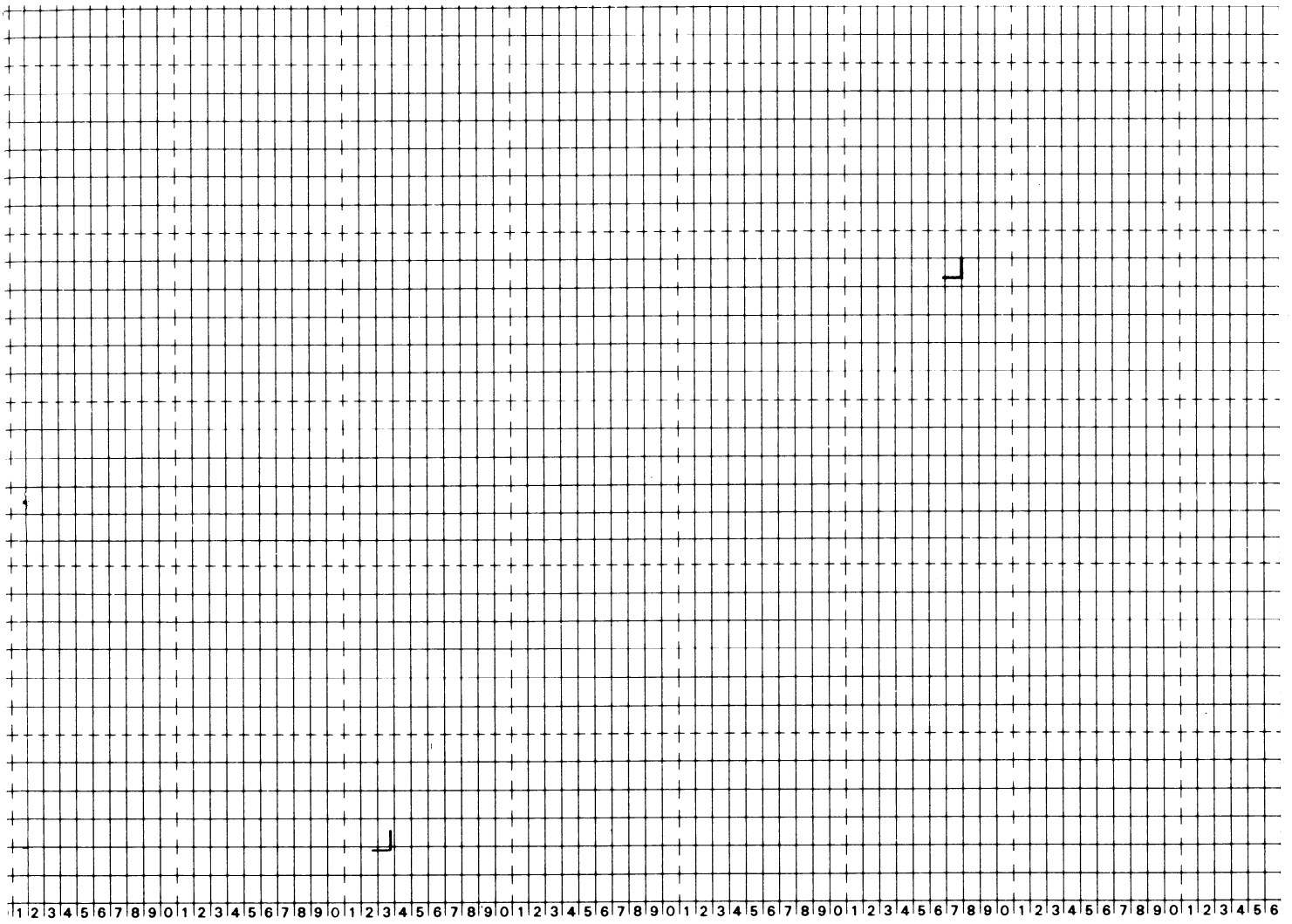
ISO LAYOUT CHART



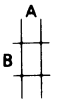
ADDITIONAL INFORMATION



PROVISION MUST BE MADE OUTSIDE THE TRIMMED FORM EDGE FOR THE LEFT-HAND SPROCKET HOLE MARGIN AT THE REQUIRED VALUE AND AT THE RIGHT-HAND SIDE FOR THE RIGHT-HAND SPROCKET HOLE MARGIN IN ACCORDANCE WITH THIS TABLE

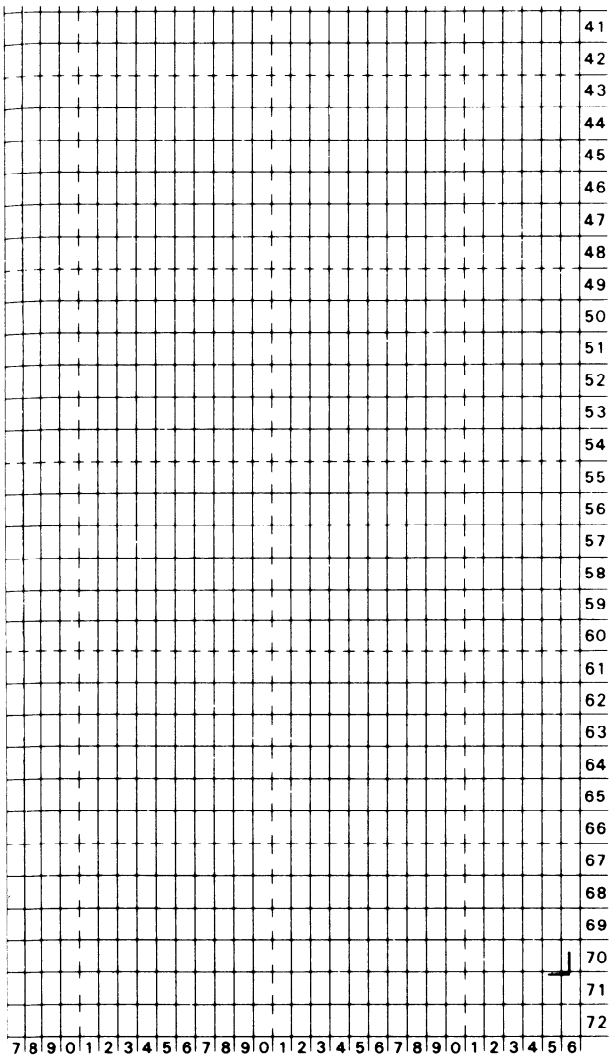


CONTINUOUS STATIONERY RECOMMENDED WIDTH	UNTRIMMED WIDTH	TRIMMED WIDTH	FORM SIZE
	180 mm	148 mm	A5 or A6L
	250 mm	210 mm	A4 or A5L
→	340 mm	310 mm 297 mm	– A3 or A4L
	375 mm	345 mm	–
	400 mm	371 mm	–
	450 mm	420 mm	A3



Side A = 2,54 mm (1/10 in)

Side B = 4,233 mm (1/6 in)



The network shall be printed in a non-reproducing blue colour

SLS CERTIFICATION MARK

The Sri Lanka Standards Institution is the owner of the registered certification mark shown below. Beneath the mark, the number of the Sri Lanka Standard relevant to the product is indicated. This mark may be used only by those who have obtained permits under the SLS certification marks scheme. The presence of this mark on or in relation to a product conveys the assurance that they have been produced to comply with the requirements of the relevant Sri Lanka Standard under a well designed system of quality control inspection and testing operated by the manufacturer and supervised by the SLSI *which includes surveillance inspection of the factory, testing of both factory and market samples.*

Further particulars of the terms and conditions of the permit may be obtained from the Sri *Lanka Standards Institution, 17, Victoria Place, Elvitigala Mawatha, Colombo 08.*

Printed at SLSI (Printing Unit)

SRI LANKA STANDARDS INSTITUTION

The Sri Lanka Standards Institution (SLSI) is the National Standards Organization of Sri Lanka established under the Sri Lanka Standards Institution Act No. 6 of 1984 which repealed and replaced the Bureau of Ceylon Standards Act No. 38 of 1964. The Institution functions under the Ministry of Science & Technology.

The principal objects of the Institution as set out in the Act are to prepare standards and promote their adoption, to provide facilities for examination and testing of products, to operate a Certification Marks Scheme, to certify the quality of products meant for local consumption or exports and to promote standardization and quality control by educational, consultancy and research activity.

The Institution is financed by Government grants, and by the income from the sale of its publications and other services offered for Industry and Business Sector. Financial and administrative control is vested in a Council appointed in accordance with the provisions of the Act.

The development and formulation of National Standards is carried out by Technical Experts and representatives of other interest groups, assisted by the permanent officers of the Institution. These Technical Committees are appointed under the purview of the Sectoral Committees which in turn are appointed by the Council. The Sectoral Committees give the final Technical approval for the Draft National Standards prior to the approval by the Council of the SLSI.

All members of the Technical and Sectoral Committees render their services in an honorary capacity. In this process the Institution endeavours to ensure adequate representation of all view points.

In the International field the Institution represents Sri Lanka in the International Organization for Standardization (ISO), and participates in such fields of standardization as are of special interest to Sri Lanka.

Printed at the Sri Lanka Standards Institution, 17, Victoria Place, Elvitigala Mawatha, Colombo 08.