

The time required for this step would be approximately two days.

- (d) The changes only would be proof read by the incumbent, and corrections made by the operator as in step (c). Time required would be approximately one-half day.
- (e) The typed masters would be sent to the Queen's Printer for setting-up, printing, collating and binding. Time required would be between two and four weeks depending upon adherence to scheduled dates and upon the type of binding used. Early delivery of, say, one quarter of the copies could be arranged.

The costs of producing the automatic typewritten "copy" for the Queen's Printer if "time" were to be rented, would amount to an estimated 15 hours time, say \$4.00 per hour or \$60. per issue.

The Queen's Printer estimates that to produce 2000 copies of a 5 1/4" by 7 3/4" publication of 180 pages, landscape style and cerlox bound, would cost \$1440. The estimated total cost per issue using the above method of production is \$1500.

The present combined costs per issue of the two current publications combined is \$5200. It is evident therefore that direct annual savings, to this department, of approximately \$11,100 ( $\$5200 \times 3$ ) - ( $\$1500 \times 3$ ) would be realized by the adoption of these proposals. As the Queen's Printer produces an equal number of these publications for its own purposes, the total annual savings would be approximately \$22,200.