to produce the same number of multi-part forms in one week -

$$= \frac{\text{Forms produced}}{\text{Forms per machine x working days in week}}$$

$$= \frac{6,000}{306 \times 5} = 4 \text{ machines}$$

PREPARATION OF PASSPORT

22. For each form produced, a paper tape is automatically punched. This occurs when the tape is passed through the tape reading unit on the Flexowriter. The tape contains the data to be printed in the passport. It is estimated that the new type passport will have approximately 66 characters typed on it. Since the machine types automatically at the rate of 8.3 characters per second, the time required to type 66 characters will be eight seconds. The number of spaces between words, each equivalent to a character, is estimated to be 25 or in terms of time - three seconds. In addition, the handling time per passport, mainly its insertion in and extraction from the Flexowriter by an operator, must be considered. A total allowance of 20 seconds for these operations is regarded as sufficient. Hence, the time calculated to turn out one passport is as follows:

Time to type 66 characters	-	8.3 seconds
Spacing time	-	3.0 "
Operator handling time	-	20.0 "
		31.3 seconds