

INTERNATIONAL STANDARD



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

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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

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.*

