**Section 1225.65 Form and Printing of Tariffs and Other Documents**

a) Form, durability and method of printing. Except as authorized in Section 1225.2110(c), tariff publications and other documents shall be submitted to the Commission on 8 inch by 11 inch or 8½ inch by 11 inch white paper (at least 20 lb. weight), shall be typewritten or produced on word processing equipment using regular, Roman or Gothic type face, and shall be in the English language.

b) General rules.

1) Except for the title page, and except as otherwise authorized, all pages shall be consecutively numbered using Arabic numerals. Authorization for deviation will be given in situations such as cases of tariff compilation error or if there is need to expand on a particular aspect contained within tariff page.

2) Pages and spaces intentionally left blank shall so state.

3) Margins of not less than ⅝ of an inch shall be provided at a bound edge.

c) Bound tariffs. Bound tariff publications of two or more sheets shall be permanently bound. Stapling is acceptable.

d) Loose-leaf tariffs.

1) Original and revised pages shall be so designated. Numbering in sectional tariffs may use letter or number prefixes and suffixes after "original" or "revised", provided the system is explained. See Subpart I for rules governing identification of amendments.

2) Each page shall show the name of the issuing carrier or agent and the complete mailing address.

3) Each page shall show the issued date and the general effective date. With the original issue of the loose-leaf tariff, issued and effective dates need be shown only on the original title page, not on each original page. The name of the month shall be spelled out, followed by the day and year by number. If the page contains matter (including reissued matter) effective upon a date other than the general effective date, the notation "(Except as otherwise provided)" shall be shown directly with the general effective date.

e) Items and numbering systems.

1) Numbering systems shall be in a sequential manner and not duplicative.

2) Original tariffs shall allow for unused item numbers to allow for expansion.

3) If two or more items contain related subject matter, or one or more items are subordinate to another, compound numbers (an original number followed by a hyphen or decimal, then a new series of numbers, e.g., Item 400, Item 400.1, Item 400.2) are permitted. Compound numbers may be used in amendments if new matter has to be added, provided the initial number (item 400 in the example) has not already been used in a compound number series.

4) Sections of a tariff or notes outside or inside of items shall be numberically or alphabetically designated. Item numbers for class rate tables, if assigned, shall be in numerical sequence.