

When a specification is general and applies to all or several views, it may be placed within a ruled space called a title block. It is usually denoted as such by prefacing the information with the word "specification." However, when specifying materials, the word "specification" is not necessarily used, but it is implied. Typical title blocks are shown in Figure 3.3. The information that may be included in the title block consists of:

1. Name of part or project
2. Quantity required
3. Order number
4. Material
5. Scale size used to depict drawing (full, enlarged, or reduced). Value is shown as a ratio.
6. Specification (general)
7. Drawn by
8. Checked by
9. Drawing number
10. Date
11. Tolerances
12. Company name
13. Revision record

The standard sizes of commercial mechanical drawing sheets are identified by the letters A through E.

A = 8½" × 11"

B = 11" × 17"

C = 11" × 22"

D = 22" × 34"

E = 34" × 44"

These letters may or may not be included as part of the drawing identification number.