

STATE OF MONTANA

Getting It Printed

August 2006



GSD

PRINT & MAIL SERVICES

State of Montana • Department of Administration
920 Front Street

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Department of Administration
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August 2006

INTRODUCTION

Each year state agencies submit nearly 15,000 printing requests and spend approximately five million dollars on printing services. Print Services is responsible for providing this service by operating a centralized duplicating facility, three quick copy units and procuring printing from the commercial sector.

This booklet briefly describes our internal production facilities and the capabilities and limitations of each facility. Instructions are provided on how to complete a duplicating requisition and we've also provided you with some cost saving ideas.

Not all requests are completed at our production facilities. In fact, approximately 75% of the printing expenditures are procured through commercial vendors. Print Services determines whether to produce internally or procure commercially based on many factors including complexity, delivery and cost. This booklet describes those items typically procured from the commercial sector and the procedures we follow.

Our goal is to provide you the customer with a printed product that meets your needs within your timeframe and at a reasonable cost. This booklet is designed to help you make that happen.

This desk manual is designed to assist you on the most frequent types of printing requests. Additional information is contained in the "General Services Division Policy Manual", which explains the statutory requirements for recycled paper, cost disclosure, preferences and ADA statements. We encourage you to consult this important reference manual. Please contact Print Services for any specific or special needs and information you may require for your printing project or information dissemination.

PRINT SERVICE CENTERS

QUICK COPY CENTERS

Metcalfe Building (1st Floor)

Public Health & Human Services (Room 5)

State Capitol (Room 16)

The Quick Copy Centers are equipped with high speed production copiers. Agencies may submit printing requests directly to the Quick Copy Centers.

These centers are equipped to handle requests of a short run duplicating nature. All requests should be submitted camera ready or electronic file for 8½"x11", 8½"x14", or 11"x17" reproduction. Run lengths typically include multiple page documents up to 500 copies. Paper stocks available include 20# bond, index and cover in white and colors. Reproduction is in black only. These centers have the capability for 3-hole drilling, corner stapling, side stitching, tape or perfect binding and standard letter folding. The Metcalfe Quick Copy Center and the Capitol Quick Copy Center have the added capability of using electronic files for print on demand copy work.

The Capitol Quick Copy center provides daily copy services for the Legislature. During this time, the center concentrates on the reproduction of Legislative bills and agency quick copy requests are diverted to either the PHHS or Metcalfe Quick Copy Centers or the Central Duplicating Facility.

CENTRAL DUPLICATING FACILITY

The Central Duplicating facility located at 920 Front Street has the additional capabilities of desktop design, duplicating, bindery, mail prep and color photocopy capabilities in digital and large format options.

Desktop Design

We offer a full range of Graphic Design for single color and full color printing. Among the services provided in pre-press are publication layout and design for magazines, newsletters, brochures, logos, forms, etc.

Duplicating

The Central Duplicating facility provides an expanded service in the areas of paper stocks and size. Size capabilities range from post card size to a maximum of 14"x17". A more complete range of stocks are maintained and include bonds, offsets, text, covers, index, carbonless, gummed label and pressure sensitive label. Duplicating includes the use of colored inks.

Bindery

The bindery section offers the services of collating, padding, stapling, punching and trimming. Binding and finishing options at this center include folding, saddle stitching, perfect binding, shrink wrapping, laminating, banding, perforating, and numbering.

Displays and Posters

Large format full color reproductions can be made in 24" widths to desired lengths. Examples would include display pieces, posters, signs and banners. In addition to printing, items can be mounted to foamcore or laminated if needed.

Mail Preparation

Print & Mail Services provides the link between printing your project and mail distribution. Our computer staff assists with variable data printing, processing files to add bar-codes for smart inserting and merging or sorting your address files for mailing. Services include tabbing, ink jetting addresses from file, labeling and envelope inserting. The finished print project can be delivered directly into the mail system.

Color Photocopy

Color photocopies are available from the Central Duplication facility. Color reproduction includes 8½"x11" to 11"x17" with the finishing features such as folding and saddle stitching. Color copies can be made from hard copy originals or electronic files.

COMPLETING FORM ADM-PMS-103

Please fill out a separate request form for each job. Do not combine orders on a single requisition.

1. **AGENCY** — Provide department and division name of the requesting agency. Invoicing will be sent to the agency indicated.
2. **BUSINESS UNIT** — Provide the business unit number assigned to your agency.
3. **ORG.** — For agency internal accounting, provide the Org. number.
4. **PHONE** — Provide the phone number of the contact person who can answer questions regarding the job request and a fax number if a proof is necessary.
5. **PROJECT NAME** — Provide the project name or a brief description of the job request. Attach a sample or electronic files if possible.
6. **DATE SUBMITTED** — Provide the date submitted to Print Services.
7. **FINISHED WORK TO** — Provide the name of the person and address where the completed job should be sent.
8. **DATE NEEDED** — Provide the month and day desired. The bureau will do everything it can to meet your deadlines. If desired date is critical, call for special arrangements or options.
9. **GRAPHIC ARTS/DESIGN** — Check if graphic design or desktop publishing is required, briefly describe.
10. **PROOF** — Check if a proof is required.
11. **COLOR COPIES** — Check if applicable.
12. **DUPLICATING** — To be completed by Print Services staff.
13. **REPRODUCTION** — Check if applicable.
14. **NO. OF ORIGINALS** — Indicate the number of originals (pages) to be reproduced. Keep in mind that reproducing on both sides of one sheet is 2 originals.
15. **COPIES PER ORIGINAL** — Indicate the desired quantity. For carbonless forms, indicate the number of sets.
FRONT ONLY, FRONT AND BACK — Check applicable box or describe under special instructions.
17. **INK COLOR** — Indicate the color of ink desired.
18. **PAPER** — Indicate the color, size and type of paper desired. For carbonless paper indicate the number of parts. Unless otherwise indicated, standard color sequence carbonless will be used.
19. **BINDERY** — Indicate appropriate assembling, binding or finishing required.
Collating — Indicate if collating (gathering) is required.
Stapling — If stapling is required, indicate 1, 2, or 3 staples. Indicate location.
Saddle Stitch — Indicate if saddle stitching is required.
Punching — If punching is required, indicate 1, 2, or 3 holes and location (provide sample if possible.)
Padding — Indicate type — red compound (pads or tablets) or fan-a-part (carbonless sets) and edge to be padded.
Cutting — If cutting is necessary, indicate size to be cut to.
Folding — If folding is required, indicate size and type of fold (provide sample or dummy if possible).
Binding — Check type of binding required.
Shrink Wrap/Quantity per Package — indicate if shrink wrapping is required, (plastic wrapping) and quantity to be in each package.
Score - Perforate - Number — Check appropriately if scoring, perforating, or numbering is required (red or black numbering). Please provide the beginning number, if the job is to be numbered.
20. **MAIL PREP**
Tab — Check if tabbing is requested and indicate the number and position of tabs.
Address Labels — Check if you are providing address labels being applied to your printed pieces.
Inkjet Address — Check if you are providing an address file.
Insert — Check if you want inserted into envelope. Include mail code under special instructions.
21. **SPECIAL INSTRUCTIONS** — Provide any special instructions that may be required.
22. **REQUESTED BY** — Provide the name of the person authorized to make the job request and who can be contacted if questions arise.
23. **INSPECTED BY** — For Print Services use only.
24. **DATE** — For Print Services use only.
25. **JOB NUMBER** — When the request has been completed, submit it to Print Services along with artwork, electronic files and samples as appropriate. Once received by Print Services, we will assign a "JOB NUMBER" to the request and return the top sheet of the request to the ordering agency. For questions on the status of your request, please refer to this job number.



STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION
PRINT AND MAIL SERVICES

JOB NUMBER _____ **(25)** _____

For Print and Mail Services use only

Agency: _____ **(1)** Business Unit: _____ **(2)** Org. _____ **(3)** Phone: _____ **(4)**
 Project Name: _____ **(5)** Fax: _____
 Finished Work To: _____ **(7)** Date Submitted: _____ **(6)**
 (name and address) Date Needed: _____ **(8)**

TO BE COMPLETED BY REQUESTOR (Check applicable boxes and provide necessary information)

FOR OFFICE USE ONLY

(9) PREPRESS:
 GRAPHIC DESKTOP DESIGN PROOF - Fax Mail
(10) PROOF COPY Date Out _____ Date In _____ Date Out _____ Date In _____ TOTAL _____

(11) COLOR COPIES STOCK _____
 NO. OF ORIGINALS _____ COPIES PER ORIGINAL _____

(12) DUPLICATING: STANDARD _____ SILVER _____
 NEGATIVE _____ PLATE _____ CTP _____

(13) REPRODUCTION:
 NO. OF ORIGINALS _____ **(14)** COPIES PER ORIGINAL _____ **(15)**

(16) FRONT ONLY FRONT AND BACK

(17) INK Black Other

(18) PAPER: White Color _____
 SIZE: 8½ x 11 8½ x 14 11x17 _____

STANDARD 20# 25% Cotton Cover Index (Card)

CARBONLESS 2-part 3-part 4-part 5-part 6-part

(19) BINDERY:
 COLLATE
 STAPLE 1-staple 2-staples 3-staples
 SADDLE STITCH
 PUNCH 1-hole 2-holes 3-holes
 PAD RED COMPOUND FAN-A-PART
 CUT _____
 FOLD _____
 PERFECT BIND (Hot Glue) TAPE BIND COMB BIND COIL BIND
 SHRINKWRAP/QUANTITY PER PACKAGE _____
 SCORE PERF NUMBER LAMINATE
 HAND TIME

(20) MAIL PREP:
 TAB APPLY ADDRESS LABELS INKJET INSERT

(21) SPECIAL INSTRUCTIONS:

 UPS Tracking Number _____

REQUESTED BY: _____ **(22)** INSPECTED: _____ **(23)** DATE: _____ **(24)**

**DO NOT REMOVE ANY COPIES
 OF THIS FORM
 CALL PRINT AND MAIL SERVICES
 AT 444-3053 WITH QUESTIONS**

ON-LINE ORDER SYSTEM

Print & Mail Services on-line order form for Envelope and Letterhead orders, and Photocopier Pool Meter Readings, can be accessed on the State MINE page under Services drop down list on the menu. The on-line order system is an easy to follow form that will email directly to Print Services to speed up the processing of your proof and the delivery of your order.

COST SAVING TIPS TO CUT PRODUCTION COSTS

Size

Using standard sizes will save you money on most duplicating and sheet printing jobs. The best sizes to work with are 8½ x 11 and 11 x 17 inches.

Stock

The most economical stocks to use are bonds and standard house stock. Using enamel or specialty stocks can increase your costs. Print Services maintains an inventory of the most commonly requested stocks that include bond, book, text, index and cover.

Black Ink

Reproduction in black ink is the most economical. Using colored ink will cost you more and take longer due to cleaning and set up time.

Multi Color

Is more than one color of ink really necessary? Each time you add a color the job becomes more complex, which increases the cost.

Carbonless

By using standard sequence carbonless paper on your forms we can save money. The standard sequences are:

2 Part — 1) white	3 Part — 1) white	4 Part — 1) white
2) canary	2) canary	2) canary
	3) pink	3) pink
		4) goldenrod

Standardized Routing

Avoid the use of copy changes to each part of your form. Instead use standardized routing that can be printed the same on each sheet, e.g. White—employee, Canary—office, Pink—personnel.

Electronic Files

Providing electronic files allows computer to plate technology. This will cost less and provide higher quality reproduction. If you are providing your own desktop design, use a program that is compatible with the level of printing you need. Files are accepted for the Mac or Windows PC. Files can be submitted via e-mail, CD, Zip drive, or ftp site. The most suitable design files are created in Illustrator, CorelDraw, Quark, PageMaker, InDesign, or a pdf. Microsoft files such as Publisher, Word, and Excel require formatting to print.

Estimates

Print Services will assist in providing costs based on your specifications. If you have questions concerning production costs, please call 444-3053.

Duplex

Can your job be printed front and back? If it can, you'll save production costs, paper costs and mailing costs.

Margins

Allow adequate space on all edges of the sheet and avoid bleeding the copy off the page. Bleeding is when the printed image extends to the trim edge of a sheet or page. For best results leave a minimum of ½" margins all the way around.

Delivery

Allow adequate delivery dates. Is your rush job really a rush job? Rush jobs upset production scheduling and may require costly overtime.

Camera ready

If you provide the printer with camera ready material, make sure the image is sharp. Make sure your originals are straight and have adequate margins. Do not fold or staple your artwork. If a scanned photo or shading is included, make sure screens are 85 lpi.

Electronic Files

When providing an electronic file for your print project, be sure to include all links and fonts with instructions. If providing a PDF file, be sure to proof closely to be sure nothing changed in the translation.

Samples

If possible, please provide a sample or mock-up. If the job is a reprint, always supply a sample to alert the staff that artwork or electronic copy may be on file, and to ensure that the correct version is used.

Quantity

Order an adequate supply the first time. Frequent small orders of the same job will cost more than one large order.

Author Alterations

Make sure all editing and revisions have been made prior to submitting requests for composition. Author alterations require additional time and are chargeable.

Proofing

Remember, proofing is the customer's responsibility. Please mark all necessary corrections with a red pen. Corrections made with a black pen on photocopies are hard to recognize. And please, don't use correction fluid, it might hide what we need to see.

PRINTING PROCUREMENT

Print Services has been delegated the responsibility for all contracted printing with the commercial sector. To initiate an order for contracted printing, you may send a written request or email to Print Services. The requisition should include all specifications necessary to describe the desired final product and any information concerning previous print orders if available. If you need help writing specifications, please contact our Purchasing Agent for assistance.

Products typically procured from commercial vendors include:

Tabloids	Magazines
Ring Binders	Continuous Forms
Index Tab Dividers	Continuous Labels
Portfolio Covers	Printed File Folders
Data Mailers	Foil Embossing
Warrants and Checks	Tickets
Carbon-interleaved Forms	Specialty Envelopes
Decals/Labels	Die Cutting
Booked Forms	Ledgers
Case Bound Books	Large Quantity Publications
Snap-Apart Forms (Perforated Stub)	Pressure Seal Forms
Full Color Offset Printing	Printed Promotional Items
Special Stock Publications (i.e. newsprint, enamel stocks, etc.)	

TIME FRAMES

Time frames for the procurement process vary depending upon the type or complexity of the printing project. The bid process may take anywhere from 5 to 7 days for projects such as brochures or low quantity booklets and 7 to 10 days for complex books, data mailers or binders.

Production time frames also vary depending on the complexity of the project. An industry standard for flat sheet printing is typically three weeks for delivery. However, data mailers, warrants, binders and specialty envelopes can require between 4 to 6 weeks for delivery.

RECEIVING

After receiving shipment of the project, the agency should inspect the product. Any deviations in quantity, specifications or delivery from the purchase order or any damage incurred during shipment must be reported to Print Service's Purchasing Agent.

FEES

Print Services operates as a proprietary fund, therefore, agencies are charged for services provided on a per project basis. The fee charged for bid letting, purchase order issuance, print coordination, claims audit and invoice payment is 6 percent of the dollar value of the invoice, with a maximum fee per purchase order of \$500.00. The cost of mailing or faxing the RFQ is charged back to the agency based on actual cost. Print Services will issue invoices to the agencies for contracted printing. Agencies must remit payment directly to Print Services.

PHOTOCOPY POOL

The Department of Administration has the responsibility of administering the State Photocopy Pool. This responsibility is assigned to Print Services. Agencies may follow one of two courses of action in obtaining a copier. The agency may obtain its own copier through term contract procedures, which requires notification and approval from Print Services, or the agency may elect to become part of the State Photocopy Pool.

There are several advantages to belonging to the Pool. As Pool administrator, Print Services assumes the responsibility of analyzing agency copier requirements, writing equipment and service specifications, working with vendors, arranging machine placement, handling all trouble calls and maintaining equipment histories and records.

By utilizing the Pool, the agency does not have to deal with the problems and costs of machine ownership. Concerns such as obsolescence, depreciation, and property inventory become the responsibility of Print Services and the vendor. The agency simply buys copies from Print Services at an established price which includes the cost of Pool administration.

In managing the photocopy pool, Print Services accepts the following responsibilities:

1. Analyzes agency needs to place the most cost effective and reliable equipment in the agency.
2. Arranges for the placement of all copiers.
3. Assumes all responsibility for dealing with vendors and service.
4. Submits all meter readings to vendors.
5. Handles all accounting and billing procedures.
6. Maintains all service records.
7. Replaces worn out or obsolete equipment as needed.

To participate in the Photocopy Pool, agencies are responsible for:

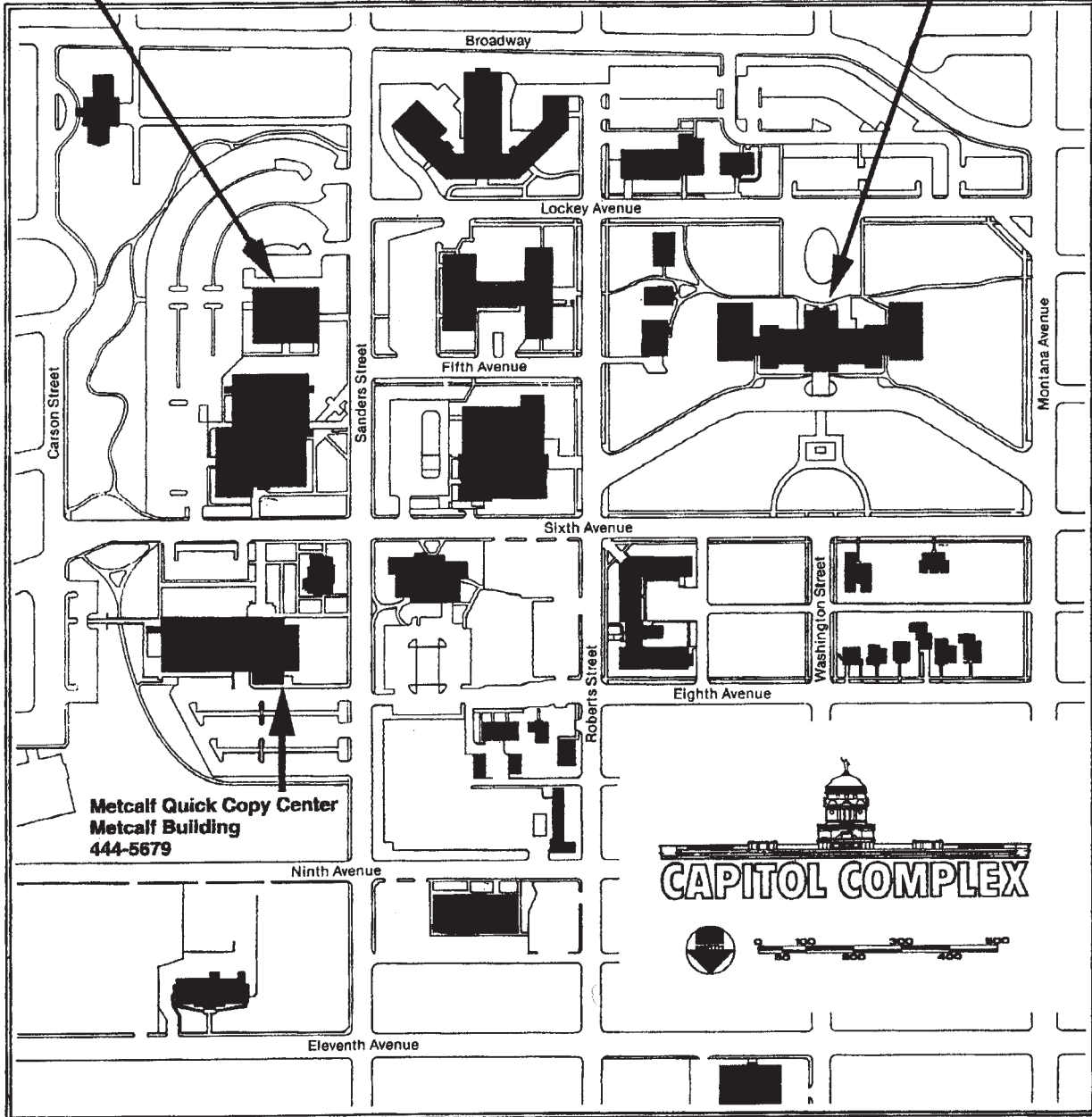
1. Providing placement locality, proper electrical wiring and receptacles.
2. Providing key operators (training arranged by Print Services).
3. Submitting monthly meter readings to Print Services.
4. Ordering and replacing supplies (paper, toner, etc.) as necessary.
5. Properly caring for the equipment and preventing abuses.

Agencies are encouraged to use their photocopiers for 100 copies or less of single page documents and 20 copies or less of multiple page documents. These numbers may vary depending upon your particular photocopier and immediate needs. Copies above those amounts should be routed to a quick copy center. Agencies should establish guidelines on the use of their photocopier. Some of the factors in establishing guidelines should be machine capabilities, turn-around requirements, staff time and cost.

QUICK COPY CENTER LOCATIONS

PHHS Quick Copy Center
Room 5, PHHS Building
444-2583

Capitol Quick Copy Center
Room 16, State Capitol
444-3057



Central Duplicating Facility Location

