

OhioDAS
General Services Division

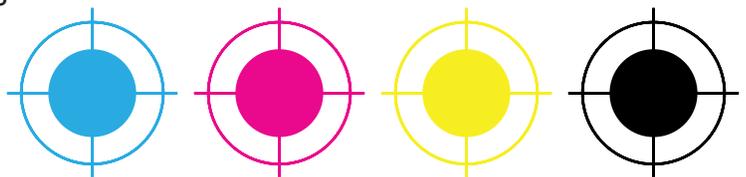
Office of
State Printing and Mail Services
Service · Support · Solutions
Service Brochure



State Printing
DOCUMENT CENTERS

Ohio Department of Administrative Services
General Services Division
Office of State Printing and Mail Services

John R. Kasich, Governor
Robert Blair, Director



Dear Valued Customer:

The State Printing and Mail Services staff is delighted to provide this overview of our services. It is designed to provide a quick reference guide of services and introduce many new capabilities that enhance the quality and production speed of your printed material.

Over the years the printing needs of state government have changed in many ways. We have continued to be committed to providing you the highest quality printed products in the most timely and cost-efficient manner possible. Our services have been expanded far beyond those of a traditional quick copy center to provide our customers with a total publication solution. From conception to publication to distribution, our staff can assist you in achieving professional, quality products of which you and your agency can be proud. We offer assistance in the planning and design stages that will optimize the production quality of your publications and, in many cases, reduce distribution costs through design features. Other services include a full range of commercial procurement services with contract printers throughout the state, records management and forms, mail services, mainframe printing, fulfillment services and a network of document centers.

Regardless of your document needs, we stand ready to assist you and look forward to working with you.

Sincerely,

Charles W. Stang
State Printing Administrator
Office of State Printing and Mail Services

“Service, Support, Solutions For Ohio Government”

Overview of Services

Whether you need 50 single page copies or five million full color booklets, State Printing can fulfill your printing needs. We welcome the opportunity to assist with your next printing project.

In the initial planning stage of your printing project, you may utilize our knowledge and expertise in the printing and paper industries. Our experts can meet with you and guide you through each step of the production process as you plan your project (see pages 12 and 13 for contact information).

As we review each project individually, we use your specifications to select the most appropriate process for fulfilling your order. With your specifications, we can provide estimates of our services or acquire estimates from printing contractors to assist you in decision-making throughout your planning process.

Our management of the competitive bid process assures you the best price available from several hundred printing companies, who participate in our program. To provide a professional finish to your product, we offer a wide range of printing and bindery services at the lowest prices available.

Project Consultation

- From initial design stages through proofing, printing and distribution

Printing Services

- Black/white and color printing
- CD/DVD Duplication
- High Speed Mainframe Printing
- Large Format Printing
- Envelope Inserting and Mailing
- Bindery and finishing
- Document Scanning Service
- Offset Printing
- Print Material Assembly and Shipping

Procurement Services

- Printing
- Printing-related services

Records and Forms Management Services

- Records management
- Forms management training

Cost-per-copy program

- Copier consultation
- Copier placement

Mail Services

- Interoffice mail delivery
- Centralized metering program
- Presort mail services
- Flat sorting program

Document Imaging Services

Fulfillment

- Folding and inserting documents for mailing
- Single or Multi page capability

Utilizing Our Services

To initiate an order with our document centers, submit these items:

1.) Printing Order

To place an order, complete a Printing Request Order using form ADM0515. It can be downloaded from our web site and printed out (and completed in writing). It can also be completed on screen and submitted digitally--the "Click to Submit" button will attach your order to a pre-addressed email, ready for you to add comments, instructions, and additional attachments. Hardcopies of the form are also available at all of our locations listed on the back cover of this booklet, or we can provide the form through interoffice mail or by fax.

With the specifications you provide on the Printing Request Order, we determine the most appropriate printing process to fulfill your order. For example, some jobs are best suited for the capabilities of our Document Centers. Some projects may fit the item-specific term contracts we have competitively bid. Other projects may be best fulfilled by an invitation to bid.

2.) Artwork

We accept hardcopy artwork and electronic files, preferably in PDF format.

3.) Sample or mock-up

A printed sample will enable us to understand your desired result. This could be a previously printed version or a copy marked with revisions.

Printing Request Order						Click to Submit			
Date Submitted To State Printing		Agency	Department Code	Agency Reference Number	OAKS Requisition Number				
Fund	Account	ALI	Program	OAKS Shipping Code	State Printing Job No.				
Proof To: (Agency, Name & Address)		Ship To: (Agency, Name & Address)		Bill To: (Agency, Name & Address)	State Printing Projected Delivery				
Specifications Prepared By:				Phone No.					
Quantity	Document Title		Form No.	Previous PO No./FY					
No. UP	OAKS Requestor		Phone No.	Fax No.					
SPECIFICATIONS									
PRINTING No. of Pages/Originals or Parts of the Form _____ Text Name: _____ Type: _____ <input type="checkbox"/> One Side Two Sides: <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot <input type="checkbox"/> Head to Side SIZE <input type="checkbox"/> 8 1/2" x 11" <input type="checkbox"/> Bleed <input type="checkbox"/> 8 1/2" x 14" <input type="checkbox"/> Other (Specify) _____ ENVELOPE <input type="checkbox"/> Select Envelope Size: _____ <input type="checkbox"/> No. of Originals _____ SCANNING		PAPER DESCRIPTION Name: _____ Type: _____ Color: _____ Basis Weight: _____ COVER Name: _____ Type: _____ Color: _____ Basis Weight: _____ MYLAR COVERS <input type="checkbox"/> Front only <input type="checkbox"/> Front and back TABS <input type="checkbox"/>		INK <input type="checkbox"/> Black <input type="checkbox"/> Other Specify PMS _____ <input type="checkbox"/> 4 Color Process <input type="checkbox"/> Color Copy <input type="checkbox"/> Yamnah <input type="checkbox"/> Other Specify _____ NUMBERING Ink Color for Numbering _____ Starting # _____ Ending # _____ WAFER SEAL <input type="checkbox"/>		PADDING <input type="checkbox"/> Top <input type="checkbox"/> Side Sheets per Pad _____ DRILLING <input type="checkbox"/> 3 Hole Standard <input type="checkbox"/> Other (Specify) _____ STUB <input type="checkbox"/> 3/4" <input type="checkbox"/> 1/2" <input type="checkbox"/> Top <input type="checkbox"/> Side PACKAGING <input type="checkbox"/> Shrink Wrap <input type="checkbox"/> Wrap Per Package <input type="checkbox"/> Carton Pack No. of Boxes _____ Label Information _____		FINISHING <input type="checkbox"/> Perfect Bound <input type="checkbox"/> Staple Upper Left Corner <input type="checkbox"/> Side Stitch <input type="checkbox"/> Saddle Stitch <input type="checkbox"/> Tape Bound <input type="checkbox"/> Wire O <input type="checkbox"/> Coil binding Select Wire, Coil Tape Color _____ <input type="checkbox"/> Collate <input type="checkbox"/> Laminate <input type="checkbox"/> Laminate & Mount <input type="checkbox"/> Perforating <input type="checkbox"/> Fold to _____ ART <input type="checkbox"/> Exact Reprint/No Change <input type="checkbox"/> Artwork Attached <input type="checkbox"/> Emailed to: _____ <input type="checkbox"/> Uploaded to ftp site File name: _____ <input type="checkbox"/> Sample Attached <input type="checkbox"/> Film Negative Attached <input type="checkbox"/> Typesetting Requested <input type="checkbox"/> Disk Provided <input type="checkbox"/> PC <input type="checkbox"/> Mac Program _____ Version _____	
ADDITIONAL SPECIFICATIONS (attach additional sheet if necessary)									
We hereby certify that the goods or services above are necessary for our use and authorize the Department of Administrative Services to make payment from our funds. Director/Director's Designee Authorized Signature _____									
Title _____			Date _____		COPY CENTER ONLY Printed By: _____ Quantity: _____ Machine Code: _____ Total # of 8.5" x 11" Imp.: _____ Delivery Received By (Print Name) _____ Date _____				
					NO. OF ORIGINALS B/W: _____ Color: _____ Tabs: _____				

Document Centers

With the specifications you provide on the Printing Request Order (Form #ADM0515), we may determine your project is best suited for the capabilities of our Document Centers.

With pre-press, printing, and delivery included in the cost for printing, our Document Center services are a great value for your agency.

In order to keep our production process efficient, we use industry-standard equipment, technology and software. Our shops offer digital and offset printing as well as large format printing.

We accept digital files via email or secure FTP sites, CDs and DVDs. We support both Windows and Macintosh operating systems. We support Acrobat PDF, InDesign, Illustrator, PhotoShop, and Microsoft Office (Word, Excel, Powerpoint, Publisher, etc.) We offer variable data printing along with automated envelope inserting and mailing (fulfillment).

We can send a representative to your office for hands-on assistance with particular projects.

Depending on your needs, we may produce your job on our high speed copiers which collate and staple automatically. We offer black and white copies, color copies, large format printing and transparencies as well as variable printing.

Our offset presses print one and two ink colors. We also offer a wide variety of envelope printing. We offer a variety of papers through State Printing's Paper Contract.

To finish your product, our bindery services include rubber banding, collating, booklet making, envelope stuffing, folding, padding, punching, perforating, scoring, shrink-wrapping, tape binding, and plastic coil binding.

Your project is then delivered to your office or warehouse, packed and labeled according to your specifications. USPS mailing and UPS shipping are also options.



Large format posters, banners, and retractable banner stands are now available.

Procurement Services

State Printing has established more than 30 term contracts competitively bid upon by several hundred printing contractors.

This process is not only for large quantity items; it may cover projects that require unique features such as warrants (checks), identification cards or items printed on a regular basis.

Another advantage to working with a term contract printer is the understanding of the printer's capabilities. This knowledge facilitates and expedites the process of printing and distributing your particular project.

Printing projects procured through existing term contracts are not credited to your agency's direct spending limits.

In the early stages of planning your project, you may consider the advantages and guidelines of the contracts in designing your printed piece. We can meet with you and explain in detail which contracts may fit your specific project(s).

If your project has features that are unique to our state-term contracts, we have alternative processes to get the job done – still at a great value! We manage invitations to bid through our Internet advertising of all purchases. Our bidding process will save you an average of 30 to 45 percent in cost. If you have a newsletter, magazine or bulletin that is printed on a regular basis, it may be more cost effective for us to establish a printing contract for your specific item.

These contracts guarantee the best value available for paper, printing and printing related services.

We have successfully developed item-specific contracts for projects such as:

Department of Public Safety

- Disability parking placards
 - more than 230,000 annually
- Certificate of title
 - more than 6 million copies annually

Department of Administrative Services

- Oaks Warrants
 - more than 5.4 million annually

Temporary tag registration application form

- more than 1 million copies annually

Department of Health

- WIC program coupons
 - 18 million annually
- Ohio Vital Records Security Paper
 - 2.0 million annually

Ohio Lottery Commission

- Gaming terminal consumables
- Instant tickets
- Ticket Seller newsletter

Paper Contracts

Our paper contracts offer a variety of paper grades, colors and sizes.

We encourage our customers to use recycled content paper. Today's recycled products perform well in virtually every category and type of application. Unless virgin paper is specifically noted on your printing order, we will use recycled paper for your printing project.

For your convenience, our staff can assist you in selecting paper. We use the most current competitive grade finder edition, which is used by over 25,000 paper professionals.

Estimates

To assist in the budget phase of your planning, we can request estimates from our contractors.

Overruns, underruns, author's alterations and delivery requirements impact cost. Incomplete or imprecise specifications weaken estimate accuracy and reliability.

Records & Forms Management Services

Records Information Management Services assists all state agencies in coordinating their records management program in compliance with the Ohio Revised Code and industry-standard records management principles.

Our office provides assistance with the inventory of records, developing retention schedules, records storage, vital records protection, electronic records, and document destruction. We are available to conduct an on-site review and provide guidance on how to best handle your records.

Retention schedule information is available through our Records Information Management System (RIMS). RIMS is a database of all approved retention schedules and is available online at <http://apps.das.ohio.gov/rims/default/Default.asp>. RIMS also serves as a paperless submission system for new schedules.

A training video is available upon request to assist with the understanding of records management and how to use the Records Information Management System. On-site assistance can be requested for new Records Officers and new agencies when needed.

For more information regarding the Records Management or for login information for RIMS, contact Bunnie Jones at 614.995.1740.

Cost-per-copy program

- Option for all state agencies
- Pay only for copies made
- No lease or maintenance payments
- Customer supplies only paper and staples
- Tracking copier costs much easier
- Only one form to complete

The The Office of State Printing and Mail Services offers the CPC program as an option to all state agencies that are in need of print devices. Those agencies are encouraged to use this contract to save on their overall print device expenditures. The CPC program is equipped to handle a vast array of print device needs from single function devices to multifunction and even desktop units. The CPC program is designed to facilitate users with needs from as little as 250 copies a month.

The contractor(s) maintain ownership of copier equipment and are responsible for maintenance of the equipment. Contractors will submit a single quarterly invoice to DAS, Office of State Printing and Mail Services, including all machines listed individually, the number of copies made, and the unit price billed. The Office of State Printing and Mail Services will then invoice the state agency on a set cost-per-copy basis. Paper and staples will be provided by the state agency.

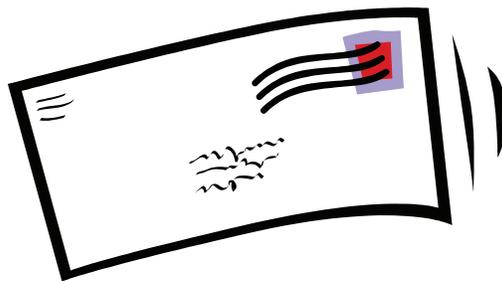
The cost-per-copy price includes all costs associated with the administration of the service, including, but not limited to: furnishing all copiers; deliveries; installations; training; dedicated technician(s); all operating supplies (including toner, developer, fuser oil, connectivity equipment, software, etc.—paper and staples are the only exceptions); delivery of supplies and removal of the equipment upon termination of the contract. The cost-per-copy price

shall also include all maintenance and repairs, labor, parts, test copies, travel time, mileage, and any other expense required to keep the equipment in proper working condition.

For more information regarding the CPC program, call State Printing at 614.728.3719 or visit <http://das.ohio.gov/printing>



Mail Services



Interoffice Mail Delivery

Interoffice mail delivery is offered to agencies located in the central Ohio area and to most institutional facilities of the Departments of Rehabilitation and Correction, Youth Services, Mental Health, and Department of Developmental Disabilities. Interoffice mail delivery is also provided to state agencies located at 615 West Superior Avenue in Cleveland. Interoffice mail delivery is provided at no cost to state agencies on current delivery routes.

Presort mail services

Presorting mail is a process in which the mail is separated according to zip code and prepared for the United States Postal Service (USPS) for immediate distribution, thereby eliminating USPS' sorting process. The State Mail Service coordinates mail pickup for state agencies in the central Ohio area which are eligible for USPS presort discounts. All state agencies in the central Ohio area are expected to utilize the presort services provided by the State Mail Service.

Centralized Metering Program

The State Mail Service provides a full service metering program that includes processing of all classes of mail and parcels, certified, presort standard, and first class presort. By utilizing this program, agencies can take advantage of immediate savings by eliminating the cost of equipment, service contracts, meter leases, supplies, and even square footage expenses where current mail operations are located. Agencies are billed quarterly for only the amount of postage they have used. There is no other fee. The expenses of the metering program are funded by the State Mail Service. All state agencies are encouraged to utilize the metering program offered by the State Mail Service.

Flat Sorting Program

The State Mail Service maintains a flat sorting program designed specifically for bound printed matter. Agencies with outgoing mail such as calendars, annual reports, informational books, etc., can utilize this program. Savings are quite significant versus first class U.S. mail. The mail is sorted by the current contracted vendor, UPS and taken to a Sectional Center Facility or a Delivery Destination Unit of the U.S. Postal Service and entered into the mail stream.

High-Speed Document Services

The Mainframe Print Center offers high-speed mainframe and network printing to all state agencies. Through a mainframe attachment or the ability to submit secure job streams over the internet, the print center offers many options for your printing needs. All of our printers are housed in one location, which is adjacent to the fulfillment center. Five high-speed printers can produce large volumes of continuous forms and cut-sheet forms on blank stock or pre-printed stock. Mainframe and network printing services available include:

- Variable and static data printing
- Forms design
- Form sizes of 8 1/2 x 11 thru 11x17 continuous and cut-sheet printing
- Multi-sheet carbonless cut-sheet printing
- 2-up and 4-up continuous and cut-sheet printing



We offer design and print setup to our customers at no cost. Bring a mock-up of your current project and we will help you set it up with the most efficient layout that meets your design criteria as well as printing, fulfillment and postal requirements. We use a variety of software tools to design and create resources compatible with our printers, and inserters. Our capabilities also include printing your desktop jobs including Postscript, PCL, text or pdf documents.

Fulfillment Services

The Fulfillment Services Center offers a variety of mail fulfillment services. We use high speed mail inserting equipment utilizing the most up to date mail tracking technology. Our fulfillment center currently processes over 60 million pieces of mail annually including the majority of warrant documents (checks) issued by state government valued in excess of over 10 billion dollars. The amount of paper processed through our machines on a monthly basis would stretch over 1,300 miles.

We offer our customers a wide variety of inserting services. Our inserting equipment can fold and insert up to seven 8½" x 11" pages that may be half or tri-folded depending on the application. There is a standard cost for automated inserting regardless of the number of pages in each envelope. If the page count is beyond seven or if your project requires hand inserting such as for large booklet or catalog envelopes, rates will vary based on time and materials necessary to complete the project. Based on the requirements of each project, we can provide an advance cost estimate. If you have questions about our fulfillment services, please call Dennis Blair at 614-644-1949.

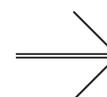
Document Imaging Services

State Printing is ready to assist you with converting your hard copy documents to convenient, searchable digital files. Let us help you reclaim valuable storage space and still keep your documents safe, accessible and organized. We can quickly scan all of your important documents in color or black and white at up to 600 dpi resolution. Our scanning services include document preparation, reassembly, and coding with one indexing field. Your documents will be saved in your choice of format i.e., PDF, TIF, JPG or BMP. Our high speed equipment can handle smaller than standard sizes originals like checks, as well as standard letter and legal sizes. We can also process larger than standard originals up to our maximum 12"x39" document size. Document scanning work is performed at one of our secure shop locations or in some instances, at your office location. State Printing can also burn your converted files to a CD or DVD and make multiple copies at very competitive rates. If you prefer, we can transfer the completed digital files via secure FTP at no additional charge. Your original paper documents will be returned to you or can be disposed of through our secure shredding service at no charge.

Let us help you go from this....



.....to this



EXTENSIVE prep work



MINIMAL prep work



- Secure document scanning
- Document preparation and assembly
- Scanning to pdf, tif, jpg, or bmp files
- Color and black & white
- Coding/Indexing
- CD/DVD creation
- Original document shredding (after scanning)

Prep work is defined as stapling and staple removal, paper clips, folding and unfolding, repairing originals, etc.

A representative from State Printing will be happy to provide an estimate of time and cost for large or small projects. Contact us at our main copy center in downtown Columbus at 614-644-6385 or send an email to copy.center@das.ohio.gov to talk about your project.

Contact Information



Administration

Administrator:

Charles W. Stang..... chuck.stang@das.ohio.gov.....614.644.6355

Assistant Administrator:

Trisha Stephens trisha.stephens@das.ohio.gov.....614.728.7320

Administrative Officer:

Bunnie K. Jonesbunnie.jones@das.ohio.gov.....614.995.1740

Fax.....614.728.9143

Invoice Processing

Manager:

Christina Britton.....christina.britton@das.ohio.gov.....614.466.8334

Invoice Processing:

LeAnn Davidson.....leann.davidson@das.ohio.gov.....614.752.0007

Judy Fritzschejudy.fritzsche@das.ohio.gov.....614.466.4995

Mary McCarty.....mary.mccarty@das.ohio.gov.....614.466.5319

Records Information Management Services

Bunnie K. Jonesbunnie.jones@das.ohio.gov.....614.995.1740

Customer Service/Procurement Services/Cost Per Copy

Manager:

James Hooverjames.hoover@das.ohio.gov.....614.752.5170

State Purchasing Assistant:

Carl Brugger.....carl.brugger@das.ohio.gov.....614.728.3719

Purchasing Standards Analysts:

Joe Piccionejoe.piccione@das.ohio.gov.....614.752.0370

Mike Ruehrmundmike.ruehrmund@das.ohio.gov.....614.752.0060

Lynn Allenlynn.allen@das.ohio.gov.....614.466.0389

Tim Riley.....tim.riley@das.ohio.gov.....614.995.5268

Contact Information



Document Centers

Manager:

Dan Boyle dan.boyle@das.ohio.gov.....614.752.0070

Print Machine Supervisors:

Jim Fidler james.fidler@das.ohio.gov.....614.332.1139

Van Hylton van.hylton@das.ohio.gov.....614.752.0466

Invoice Processing:

Erica McClue.....erica.mcclue@das.ohio.gov.....614.995.5050

Main Document Center *(located in the Lazarus Government Center)*

50 W. Town St.....copy.center@das.ohio.gov.....614.644.6385

Fax:.....614.466.9915

Satellite Document Centers

Hilltop Document Center

1980 W. Broad St., LL.....hilltopcopycenter@das.ohio.gov.....614.728.2983

Rhodes Tower Document Center

30 E. Broad Street, 29th Floor.....sot.copycenter@das.ohio.gov.....614.644.8555

William Green Document Center

30 W. Spring, B-2.....williamgreencopycenter@das.ohio.gov.....614.995.2011

Pre-press Services

Electronic Design Coordinators:

Jason Davis.....jason.davis@das.ohio.gov.....614.644.6361

Jeremy Gladden.....jeremy.gladden@das.ohio.gov.....614.995.1803

John Hoy john.hoy@das.ohio.gov.....614.644.6385

State Mail Services

Manager:

Kevin Fowler kevin.fowler@das.ohio.gov.....614.466.8684

Supervisor:

Harry Ivory harry.ivory@das.ohio.gov.....614.728.2597

Rhodes Tower Mail Center.. 30 East Broad Street, B-1 level.....614.466.7848

Riffe Tower Mail Center.....77 South High Street, B-1 level.....614.644.9581

Contact Information



Mainframe Print and Fulfillment Centers

Production Manager

Marc Hartz marc.hartz@das.ohio.gov 614.752.0476

Mainframe Print Center

2080 Integrity Drive North 614.466.5549

Fax 614.728.9143

1st Shift Production Manager:

Angelo Dass angelo.dass@das.ohio.gov 614.728.9141

3rd Shift Production Manager:

Jack Powers jack.powers@das.ohio.gov 614.728.9141

3rd Shift Production Supervisor:

Les Cornell les.cornell@das.ohio.gov 614.728.9141

Infrastructure Specialist:

Alice Yuhas alice.yuhas@das.ohio.gov 614.728.8618

Fulfillment Center

2088 Integrity Drive North 614.728.7318

Fax: 614.728.7326

Fulfillment Manager:

Dennis Blair dennis.blair@das.ohio.gov 614.644.1949

Document Delivery Technician Supervisors:

Scott Carrier scott.carrier@das.ohio.gov 614.728.0387

Elijah Lamp elijah.lamp@das.ohio.gov 614.728.7322

Invoice Processing for Mainframe & Fulfillment Center

Paula Kimes paula.kimes@das.ohio.gov 614.995.0810

State Printing & Mail Services Pricing Guide

Effective July 1, 2015 through June 30, 2016

Papers

Wide range of basic copy center papers

Tabbed dividers:

5 positions.....\$0.05 plus impression charge

Mylar Cover:

8 1/2" x 11".....\$.35 per cover

Carbonless multi-part forms: 2,3,4 or 5 part

Document Scanning

Sheet Sizes

Sheet Sizes	Minimum Prep Work	Extensive Prep Work
B/W 8 1/2" x 11" or 8 1/2" x 14"	.10	.15
Color 8 1/2" x 11" or 8 1/2" x 14"	.20	.25
B/W 11" x 17" (Tabloid)	.15	.20
Color 11" x 17" (Tabloid)	.25	.30
B/W Various Sizes	.30	.40
Color Various Sizes	.40	.50

*One Indexing is included in the price. Additional indexing \$0.05 per indexed field.

CD/DVD Duplication

CD: 1-500.....\$1.25 each

CD: 501-1000.....\$1.00 each

DVD: 1-500.....\$1.50 each

DVD: 501-1000.....\$1.25 each

*Price includes disc and burning, impression charge will apply for direct print to disc.

Visit our web site for color and case options.

Fulfillment Services

Mailing Envelope Inserting

Inserting single or multiple documents in standard envelopes:

\$0.065 includes standard #9, #10, warrant envelope (the .065

inserting rate includes inserting fee of 0.045 & envelope fee of 0.02)

Hand inserting.....\$0.25 per mail piece

Finishing

Folding:\$10.00 per 1,000

(single fold, letter, accordion, double parallel, gate fold)

Perforating:\$10.00 per 1,000

Stapling: no charge

Coil Spine:.....\$0.50 per Book

Tape Spine:.....\$0.50 per Book

Booklet Making: **Run Length Quantity** **Cost per Book***

1-500.....\$0.20 per Book

501-1000\$0.15 per Book

1001- & up.....\$0.10 per Book

*Prices include collating, folding, stitching and 3 side trim.

3 or 5 hole punch:.....no charge

Padding.....\$0.05 per pad

Wafer Sealing: white or clear.....\$10.00 set up charge

plus \$.01 per wafer seal

Example: Project with 5,000 pieces using 2 wafers each piece is:

\$10.00 + (5,000 pieces x 2 wafers each x \$0.01) = \$110.00.

Packaging

Carton packaging.....\$1.20 per carton

Shrink-wrap..... \$0.20 per package

Hand inserting.....\$0.25 per piece

Rubber banding.....\$.05 per bundle

Laminating: 8 1/2" x 11" Sheets

5 mil.....\$0.25 per sheet

10 mil.....\$0.38 per sheet

Black & White Printing

Price is determined by multiplying the quantity to be produced by the appropriate "cost per impression" amount.

Quantity ordered	Cost per 8 1/2" x 11" impression
1-150.....	\$0.060
151-500.....	\$0.058
501-1,800.....	\$0.056
1,801-5,000.....	\$0.054
5,001& up.....	\$0.052
Special pricing for 50,000 impressions & up.....	\$0.045

Full Color Printing

Price is determined by multiplying the quantity to be produced by the appropriate "cost per impression" amount.

Run Length Quantity	Cost per 8 1/2" x 11" impression
1-500.....	\$0.15
501& up.....	\$0.11
Special pricing for 20,000 impressions & up.....	\$0.09

On-Line Business Cards and Pocket Cards

	Quantity	250	500
Business Cards 1 color 1 side.....		\$16.00	\$18.00
Business Cards 2 color 1 side.....		\$20.00	\$22.00
Business Cards 1 color 2 side.....		\$27.00	\$29.00
Business Cards 2 color 1 side/1 color 1 side.....		\$31.00	\$33.00
Business Cards 2 color 2 side.....		\$35.00	\$37.00
Business Cards 4 Color 1 side.....		\$24.00	\$38.00
Business Cards 4 Color 2 side.....		\$44.00	\$72.00
Pocket Cards 1 color 1 side.....		\$23.00	\$34.00
Pocket Cards 2 color 1 side.....		\$25.00	\$36.00
Pocket Cards 4 Color 1 side.....		\$31.00	\$51.00

Raised lettering (additional charge per box)...\$3.00.....\$5.00

Special stock (additional charge per box).....\$2.00.....\$3.50

Raised Lettering Available 1 Color Only

Large Format Printing, Mounting, and Laminating

State Printing offers an expanded line of large format printing, mounting and laminating up to 42" wide. Estimates are provided based on cost per square foot.

(Example: 2' x 3' = 6 square feet - poster w/mounting and lamination...\$31.08)

A variety of printing substrates are available including presentation bond, photo paper and weather-resistant polypropylene and Tyvek. Mounting substrates include white or black foamcore, white or black PVC board and white or black gator board. Prints can be mounted to any flat surface up to 2" thick and up to 42" wide. Contact us at copy.center@das.ohio.gov or call 614-644-6385 for fast, accurate estimates.

Banner Stand (retractable)

Full color 36" x 90" free standing Banners with retractable base and carry case are now available.

Banner w/stand and case \$161.95

Replacement banner only \$61.45

Printed Envelopes

Use Black & White printing rates (above) to determine envelope cost.

No.9: 24# white woven, regular & window

No 10: 24# white woven, regular & windows

Warrant: 24# white woven or brown kraft; window;

3 7/8" x 8 1/4"~window size: 1 3/8" x 4 1/4"

Brown kraft:

9" x 12", 6" x 9"additional stock charge \$0.05*

7 1/2" x 10 1/2".....additional stock charge \$0.06*

10" x 13".....additional stock charge \$0.06*

* Additional stock charge is added to appropriate cost per impression.

(Minimum order of 2,500 for all envelopes)

Mainframe Printing Services

High Speed Continuous Black & White Printing.....\$0.016

OAKS Warrants (includes printing and warrant stock).....\$0.046

Commercial Printing Procurement Services 2.39% of sales.

State Printing Document Center Locations

**1. CUSTOMER SERVICES/
INVOICING**
4200 Surface Rd.
Columbus, OH 43228
614.644.7550
614.644.5799 fax

**5. HILLTOP
DOCUMENT CENTER**
1980 W. Broad St. LL
Columbus, OH 43223
614.728.2983
614.728.2979 fax

**8. RHODES TOWER
MAIL ROOM**
30 E. Broad St., B-1
Columbus, OH 43215
614.466.7848
614.728.0455 fax

**2. MAIN LAZARUS
DOCUMENT CENTER**
50 W. Town St.
Suite 400 FSL
Columbus, OH 43215
614.644.6385
614.466.9915 fax

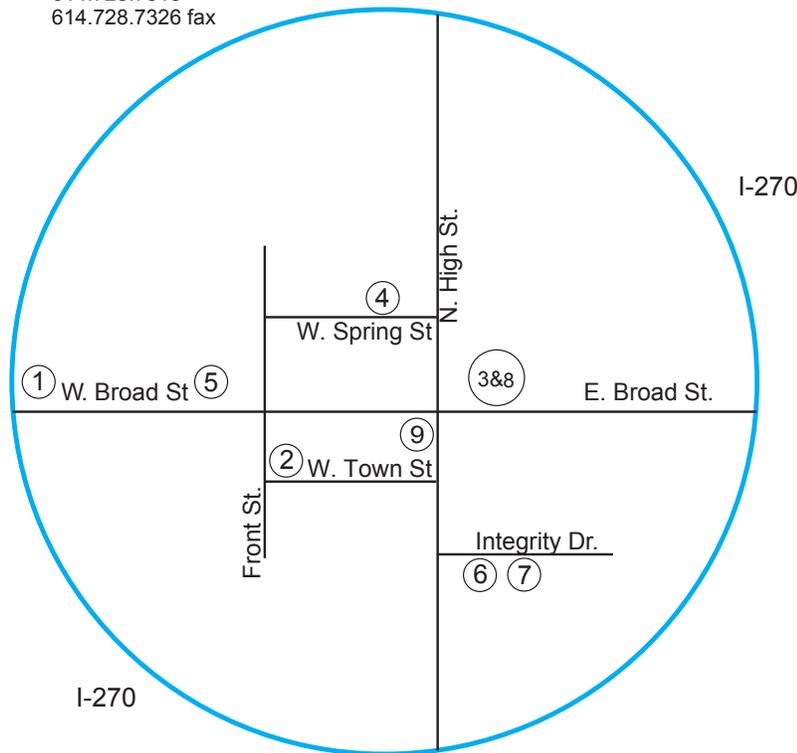
6. MAINFRAME PRINTING
2080 Integrity Dr.
Columbus, OH 43209
614.466.5549
614.728.9143 fax

**9. RIFFE TOWER
MAIL ROOM**
77 S. High St., B-1
Columbus, OH 43215
614.644.9581
614.728.7326 fax

**3. RHODES TOWER
DOCUMENT CENTER**
30 E. Broad St.
29th Floor
Columbus, OH 43215
614.644.8555
614.752.4893 fax

7. FULFILLMENT CENTER
2088 Integrity Dr.
Columbus, OH 43209
614.728.7318
614.728.7326 fax

**4. WILLIAM GREEN
DOCUMENT CENTER**
30 W. Spring St., B-2
Columbus, OH 43215
614.995.2011
614.728.4894 fax



Columbus, Ohio

