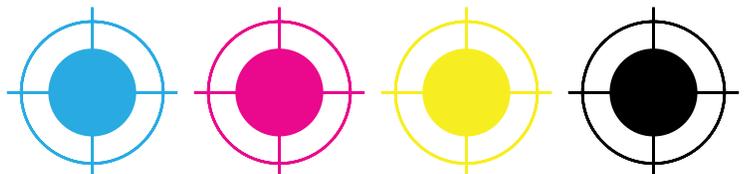




“Providing Ohio government the most  
efficient solution to its document  
needs”

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

Ted Strickland, Governor  
Hugh Quill, 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 copy centers.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph M. Tucker".

Joseph M. Tucker  
State Printing Administrator

*“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
- Bindery and finishing
- Document Scanning Service
- Off-Set Printing

### 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, 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: <http://gsdprint.das.ohio.gov/prt.html>. Copies also are 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 are best suited for the capabilities of our in-house printing operations. 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 camera-ready artwork, electronic files and film negatives.

## 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					
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)	
Specifications Prepared by:				Phone No.	State Printing Projected Delivery
					Agency Requested Delivery
Quantity	Title	Form No.	Prev. PO No./FY		
OAKS Requestor	Phone No.	Fax No.			
SPECIFICATIONS					
<b>Printing</b> No. of Pages/Originals or parts of the Form _____  <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  <b>Size</b> <input type="checkbox"/> 8 1/2 x 11 <input type="checkbox"/> 8 1/2 x 14 <input type="checkbox"/> Other _____ (Specify) _____ <input type="checkbox"/> Envelope <input type="checkbox"/> Select Envelope Size: _____  <input type="checkbox"/> Scanning <input type="checkbox"/> No of Originals _____	<b>Paper Description</b>  <b>Text</b> Name: _____ Type: _____ Color: _____ Basis Weight: _____  <b>Cover</b> Name: _____ Type: _____ Color: _____ Basis Weight: _____  <b>Mylar Covers</b> <input type="checkbox"/> Front only _____ <input type="checkbox"/> Front and back _____  <b>Wafer Seal</b> <input type="checkbox"/> _____  <b>Additional Specifications</b> (attach additional sheet if necessary)	<b>Ink</b> <input type="checkbox"/> Black <input type="checkbox"/> Other _____ Specify PMS _____ <input type="checkbox"/> 4 Color Process <input type="checkbox"/> Color Copy <input type="checkbox"/> Varnish <input type="checkbox"/> Other _____ Specify _____  <b>Numbering</b> Ink Color for Numbering _____ Starting # _____ Ending # _____	<b>Padding</b> <input type="checkbox"/> Top <input type="checkbox"/> Side Sheets per Pad _____  <b>Drilling</b> <input type="checkbox"/> 3 Hole Standard <input type="checkbox"/> Other _____ (Specify) _____  <b>Stub</b> <input type="checkbox"/> 1/4" <input type="checkbox"/> 1/2" <input type="checkbox"/> Top <input type="checkbox"/> Side  <b>Packaging</b> <input type="checkbox"/> Shrink Wrap Wrap Per Package _____ <input type="checkbox"/> Carton Pack  Label Information _____	<b>Finishing</b> <input type="checkbox"/> Perfect Bound <input type="checkbox"/> Staple Upper Left Corner <input type="checkbox"/> Side <input type="checkbox"/> Saddle Stitch <input type="checkbox"/> Siltch <input type="checkbox"/> Wire O <input type="checkbox"/> Tape Bound <input type="checkbox"/> Coil binding Select Wire, Coil _____ Tape Color _____ <input type="checkbox"/> Collate <input type="checkbox"/> Inserting _____ Perforating _____ Fold to _____	<b>Art</b> <input type="checkbox"/> Exact Reprint/No Change <input type="checkbox"/> Artwork Attached <input type="checkbox"/> e-mailed 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"/> CD <input type="checkbox"/> DVD <input type="checkbox"/> PC <input type="checkbox"/> Mac Program _____ Version _____
<b>ADDITIONAL SPECIFICATIONS</b> (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.					
Authorized Signature _____			Date _____		
Delivery received By (Print Name) _____			Date _____		
<b>COPY CENTER ONLY</b> Printed By _____ Machine Code _____					
ADM 0515 (REV. 06/07) Previous Editions Obsolete					

## ***In-house Publishing Services***

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 in-house publishing facilities.

With pre-press, printing, some bindery options, and delivery included in the cost for printing, our in-house services are a great value for your agency.

In order to keep our production process efficient, we use industry-standard equipment, technology and software. Using a computer-to-plate system allows us to quickly move your project from artwork to press.

We accept digital files via the Internet as well as on 3<sup>1</sup>/<sub>2</sub>" diskettes, Jaz or Zip Drives and CD's. We support both Windows and Macintosh operating systems. We support PageMaker, QuarkExpress, FreeHand, PhotoShop, MicroSoft Office and Corel WordPerfect. We offer variable data printing on many projects.

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, staple and tape bind automatically. We offer black and white copies, color copies, large format printing and transparencies.

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 banding, collating, envelope stuffing, folding, padding, punching, scoring, shrink-wrapping, tape binding, wire-O binding.

Your project is then delivered to your office or warehouse, packed and labeled according to your specifications.



# Procurement Services

State Printing has established more than 45 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
  - 1.8 million annually

## **Department of Natural Resources**

- Wild Ohio* and *Wild Ohio Kids* magazines
  - 1.5 million copies 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.

## ***Records & Forms Management Services***

We assist 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 inventorying 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. RIMS also serves as a paperless submission system for new schedules.

We also offer training classes on how to use RIMS or on general records management issues. These classes are available on-site or at our training facility.

Training and consultation are also available for forms management issues including forms analysis, electronic forms, procurement of forms, distribution, and use of forms.

For more information regarding the Records and Forms Services, to schedule a training session, or for login information for RIMS, contact Michael Hardenbrook at 614.466.1105.

## ***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

The Office of State Printing and Mail Services now offers the CPC program as an option to all state agencies that have equipment leases expiring and/or have owned equipment needing replacement. Those agencies are encouraged to use this contract to save on capital equipment outlay. The targeted customers are those state agencies with requirements up to 30,000 copies per 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.

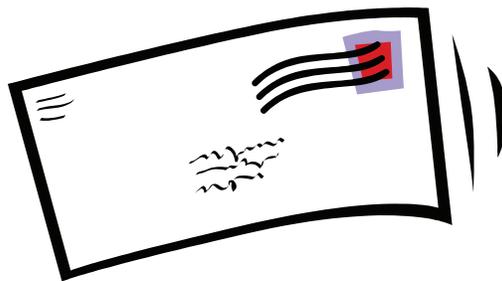
The cost-per-copy price includes all costs associated with the administration of the service, including, but not limited to: furnishing all copiers; deliveries; installations; training; dedicated technician(s); all operating supplies (including toner, developer, fuser oil, connectivity equipment, software, etc.—paper and staples are the only exceptions); delivery of supplies; removal of the equipment upon termination of the contract and/or authorized moves during 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 Diane Ford in State Purchasing at 614.644.6365 or visit <http://gsdprint.das.ohio.gov/prt.html>.



# 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 Mental Retardation and 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 Mail Innovations (formerly Regional Mail Express) and taken to a Sectional Center Facility or a Delivery Destination Unit of the U.S. Postal Service and entered into the mail stream.

## ***Mainframe Printing***

The Mainframe Print Center offers 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. Seven 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 are, but not limited to:

- Form sizes of 7x10 thru 11x17 continuous and cut-sheet printing
- Multi-sheet carbonless cut-sheet printing
- 2-up and 4-up continuous and cut-sheet printing
- Warrant check stock continuous and cut-sheet printing
- Gum label continuous and cut-sheet printing
- Variable and static data printing
- Forms design



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

## ***Fulfillment Services***

The DAS 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 45 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 cover 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 Bob Allberry at 614.644.1949.

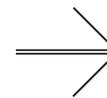
## Document Imaging Services

Scanning services include onsite document scanning, document preparation and reassembly, coding, indexing, and CD/DVD creation. We have the ability to scan your files to PDF, TIF, JPG, or BMP formats. Our equipment will allow us to scan in color or black and white up to 600 dpi resolution. We can scan something as small as a check up to a 12 X 39 inch size document.

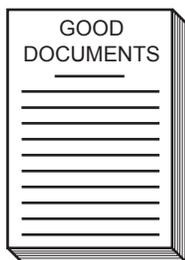
Let us help you go  
from this....



...to this



NO prep work



MINIMAL prep



EXTENSIVE prep



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

# Contact Information



**Administrator:**

Joseph M. Tucker .....joe.tucker@das.state.oh.us .....614.644.6355

**Administrative Assistant**

Melissa Schoenfeld.....melissa.schoenfeld@das.state.oh.us.....614.995.1740

Fax machine .....614.644.5799

**Invoice Processing**

**Manager:**

Carol Waugh..... carol.waugh@das.state.oh.us. ....614.466.8334

**Invoice Processing:**

Cathy Brewer ..... cathy.brewer@das.state.oh.us .....614.752.0007

Renee Hinte..... renee.hinte@das.state.oh.us.....614.995.5050

Pam Ward..... pam.ward@das.state.oh.us.....614.466.4995

**Records and Forms Management Services**

Mike Hardenbrook ..... mike.hardenbrook@das.state.oh.us.....614.466.1105

**Customer Service/Procurement Services**

**Manager:**

Charles Haynes ..... charles.haynes@das.state.oh.us.....614.752.5170

**Purchasing Standard Analysts:**

Therese Gallego ..... therese.gallego@das.state.oh.us.....614.644.6357

Patrick Means ..... patrick.means@das.state.oh.us.....614.752.0083

Joe Piccione ..... joe.piccione@das.state.oh.us.....614.752.0370

Tim Riley ..... tim.riley@das.state.oh.us.....614.995.5268

Mike Ruehrmund ..... mike.ruehrmund@das.state.oh.us.....614.752.0060

**Printing Standards Analysts:**

Lynn Allen ..... lynn.allen@das.state.oh.us.....614.466.0389

Denise Evans ..... denise.evans@das.state.oh.us.....614.466.5449

## State Mail Services

### **Manager:**

Mike Trackler ..... mike.trackler@das.state.oh.us ..... 614.466.8684

### **Supervisor:**

Harry Ivory ..... harry.ivory@das.state.oh.us ..... 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

## Copy Centers

### **Manager:**

Kirk Schneider ..... kirk.schneider@das.state.oh.us ..... 614.644.6351

### **Surface Road Copy Center (Main)**

4200 Surface Road..... 614.644.6385

Fax:..... 614.466.9915

### **Production Supervisor:**

Marc Hartz ..... copy.center@das.state.oh.us ..... 614.752.0476

### **Satellite Copy Centers:**

#### **Attorney General Copy Center**

150 East Gay, 25th Floor ..... 614.387.2894

#### **Education Copy Center**

25 South Front Street, B-1 Level..... 614.995.9950

#### **Fountain Square Copy Center**

2045 Morse Road, Building I..... 614.728.6807

#### **Rhodes Tower Copy Center**

30 East Broad Street, 29th Floor..... 614.644.8555

## Pre-press Services

### **Electronic Design Coordinators:**

John Hoy ..... john.hoy@das.state.oh.us ..... 614.644.6361

Van Hylton ..... van.hylton@das.state.oh.us ..... 614.644.8555

Dante Talley ..... dante.talley@das.state.oh.us ..... 614.387.3071

## Mainframe Print Center

### Manager:

Paul Hahn..... paul.hahn@das.state.oh.us.....614.728.5125

2080 Integrity Drive North.....614.466.5549

Fax.....614.728.9143

### 1<sup>st</sup> Shift Supervisor:

James Welch ..... james.welch@das.state.oh.us.....614.728.9141

### 3<sup>rd</sup> Shift Supervisor:

William Baughan.....william.baughan@das.state.oh.us.....614.728.9141

### 1<sup>st</sup> Shift Specialists Supervisor:

David Hayman.....david.hatman@das.state.oh.us.....614.644.5395

### Programmer Specialists:

Alice Yuhas.....alice.yuhas@das.state.oh.us.....614.728.8618

Kenny Keirns.....kenny.keirns@das.state.oh.us.....614.387.0122

Larry Stiles.....larry.stiles@das.state.oh.us.....614.728.8619

## Fulfillment Services

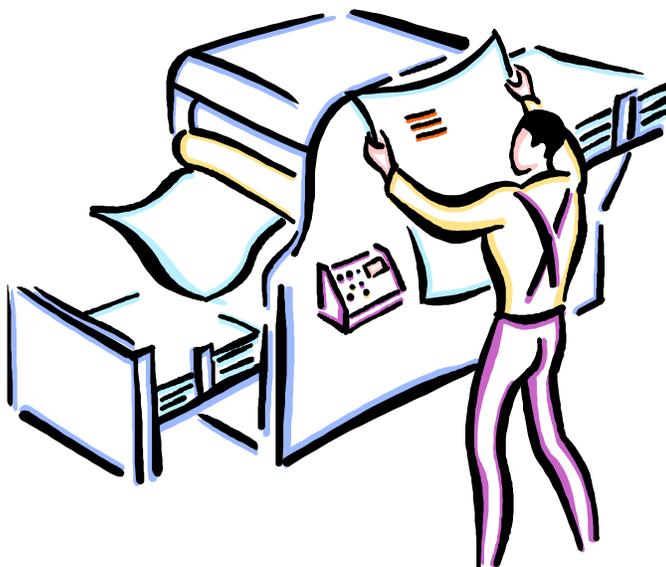
### Manager:

Bob Allberry ..... bob.allberry@das.state.oh.us.....614.644.1949

### Document Delivery Technician Supervisor:

Jeanie Dreher ..... Phyllis.Dreher@das.state.oh.us.....614.728.7321

Ralph Russell ..... Ralph.Russell@das.state.oh.us.....614.728.7322



# State Printing & Mail Services FY 08 Pricing Guide

## Papers

### Wide range of basic copy center papers

- Tabbed dividers: 3 - 5 positions.....\$0.06 plus impression charge
- Mylar Cover: 8 1/2" x 11".....\$.30 per cover
- Carbonless multi-part forms: 2,3,4 or 5 part
- Pocket cards: 3 1/2" x 8 1/2"; white; 110# index, rounded corners

### Envelopes

- No.9: 24# white woven, regular & window
- No 10: 24# white woven, regular & windows
- Warrant: 24# white woven or brown kraft woven; window;  
3 7/8" x 8 1/4"~window size: 1 3/8" x 4 1/4"
- Brown kraft: 9" x 12", 10" x 13", 6" x 9" & 7 1/2" x 10 1/2"

\*All brown kraft envelopes larger than #10 have an additional stock charge of \$0.07 each plus appropriate cost per impression.

\*Minimum order of 2,500 for all envelopes.

## 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 printing and burning.

Visit our website for color and case options.

## Document Scanning

Sheet Sizes	No	Minimum	Extensive
	Prep Work	Prep Work	Prep Work
B/W 8 1/2" x 11" or 8 1/2" x 14"	.06	.10	.15
Color 8 1/2" x 11" or 8 1/2" x 14"	.12	.20	.25
B/W 11" x 17" (Tabloid)	.07	.15	.20
Color 11" x 17" (Tabloid)	.15	.25	.30
B/W Various Sizes	.20	.30	.40
Color Various Sizes	.30	.40	.50

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

## Bindery

### Bindery Type

- Folding: .....\$10.00 per 1,000 (single fold, letter, accordion, double parallel, gate fold)
- Stapling: ..... no charge
- Wire Spine:..... \$0.35 per Book
- Coil Spine:.....\$0.35 per Book
- Tape Spine:.....\$0.35 per Book

Book Making:	Run Length Quantity	Cost per Book*
	1-500.....	\$0.15 per Book
	501-1000 .....	\$0.10 per Book
	1001- & up.....	\$0.05 per Book

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

### Finishing Type

- Punch:.....no charge
- Wafer Sealing: white or clear..... \$10.00 per 1,000 wafers  
Example: Project with 5,000 pieces using 2 wafers each piece is:  
5 (5,000 pieces) x 2 (wafers each) x \$10.00 = \$100.00.
- Padding.....\$.05 per pad

### Packaging

- Banding and/or Carton pack.....no charge
- Shrink-wrap..... \$0.15 per package

### Wide Format Posters: 24" x 36"

- Poster:.....\$15.00
- Poster w/ lamination:.....\$20.00
- Poster w/ lamination & mounting:.....\$35.00

### Laminating: 8 1/2" x 11" Sheets

- 3 mil & 5 mil.....\$.05 per sheet
- 10 mil.....\$.25 per sheet

### On-Line Business Cards or Pocket Cards

- 500 Cards:.....\$20.00 per color (one side)

## Fulfillment Services

### Mailing Envelope Inserting

Inserting multiple documents in standard envelopes:

*Standard envelopes #9,#10, warrants*

\$0.053 per envelope plus envelope cost

## Printing Price Estimating

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

Run Length Quantity	Cost per impression*
1-150.....	\$0.0570
151-500.....	\$0.0535
501-1,800.....	\$0.0495
1,801-5,000.....	\$0.0455
5,001 & up.....	\$0.0420

\*An impression is the same as a copy.

## Full-Color Copies

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

Run Length Quantity	Cost per impression*
1-500.....	\$0.18
501 & up.....	\$0.145
Special pricing for large.....	\$0.095
runs of 20,000 impressions & up	

\*An impression is the same as a copy.

## Mainframe Printing Services

- Mainframe printing.....\$0.045\*

\* (8 -1/2" x 11" sheet) regardless of run length.

# State Printing Copy Center Locations

**1. MAIN COPY CENTER**  
4200 SURFACE ROAD  
614.644.6385  
614.466.9915 fax

**2. RHODES TOWER COPY CENTER**  
30 E. Broad St.  
29th Floor  
614.644.8555  
614.752.4893 fax

**3. ATTORNEY GENERAL COPY CENTER**  
150 E. Gay St.  
25th Floor  
614.387.2894  
614.752.0467 fax

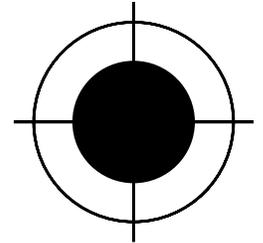
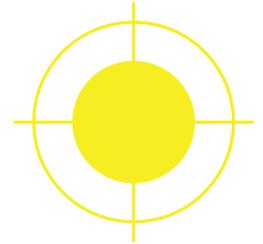
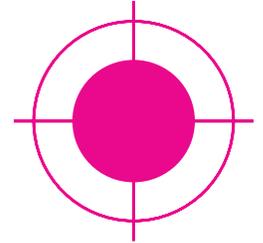
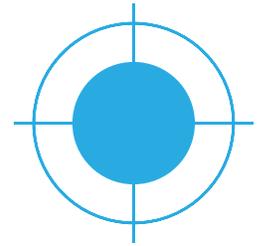
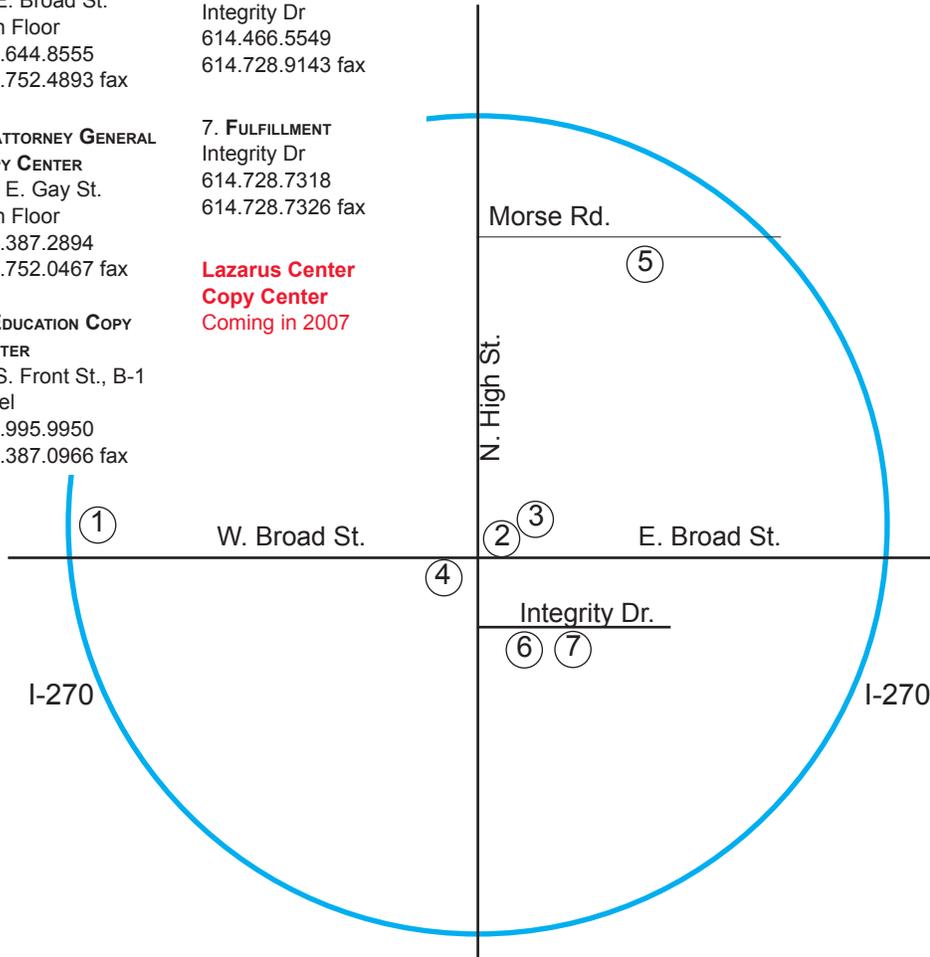
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