

STANDARD PAPER FORMS ORDER

FMC 200 (Rev.10/2014)

FULLFILLMENT SERVICES
Office of State Publishing (IMS P-6)
344 North 7th Street
Sacramento, CA 95811-0291

Fulfillment Services Center:
(916) 324-4635 or
Toll-Free: 1-800-964-3214
FAX: (916) 324-9908

Please choose one ordering method only: Mail Fax *Walk-In Pick-Up

**Pick-up hours are 8:00 AM - 12:00 PM and 1:00 PM - 3:30 PM.*

STANDARD FORMS PRICING UPDATES:

Effective this fiscal year, July 1, 2014, the Department of General Services (DGS), Office of State Publishing (OSP) will no longer charge state agencies individually for their State Standard Forms (STD.) purchases. To streamline the overall STD. Forms Program billing method, DGS has implemented a state wide billing process for this mandated program. The costs for all *hardcopy* STD. forms ordered by state agencies throughout the fiscal year, are recovered annually by billing all state agencies a statewide surcharge rate based on the number of positions per agency. This rate also covers OSP's State Standard Forms Program's administrative and maintenance expenses which include the following costs – administrative oversight, printing and materials used to print the forms, warehousing storage, handling, and shipping charges.

FMC 200 STANDARD PAPER FORMS ORDER: Customers must complete a Standard Paper Forms Order (FMC 200) to order *hardcopy* STD. Paper Forms. A copy of the revised FMC 200 may be accessed on the OSP website on the 'Forms' page under "Quick Links", or contact the Fulfillment Services Center. The normal processing time for orders is approximately 10 working days. Back-ordered items will be shipped when stock becomes available.

STEPS FOR PROCESSING PICK-UP ORDERS:

1. For Walk-In Pick-Up Orders, call the Fulfillment Services Center at the toll-free number above to check the availability of the requested form.
2. If the form is available, please fax a completed FMC 200 to (916) 324-9908. Remember to mark the Walk-In Pick-Up box at the top of the form, and fill in the **PICK-UP ORDER REQUEST** box below with the requested Pick-Up date and time.
3. The Fulfillment Services Representative will process the order, and notify the customer to confirm pick-up arrangements.

Hardcopy STD. Paper Forms not available for ordering, should be available via the DGS website as PDF Fill-and-Print forms. These forms can be accessed via STD. Forms Search' under 'Quick Links' on the OSP website. For questions or concerns relating to PDF Fill-and-Print forms, customers may contact a Fulfillment Services Representative at 916.445.5675 for additional information.

STD. 101 STATE APPOINTMENT CALENDAR ORDERS: The State Calendar is a seasonal item. Due to the high volume of orders, the OSP Fulfillment Services begins accepting orders in mid-October through February each year. The order processing time is approximately 10 to 30 days from the date orders are received. For the upcoming calendar year, the STD. 101s will be available in early November. Quantities are limited.

STD. 640 EMPLOYEE ATTENDANCE SUMMARY ORDERS: The Attendance Summary is also a seasonal item. OSP Fulfillment Services begins accepting orders for the upcoming year in November.

ORDER DATE	SIGNATURE OF PERSON AUTHORIZING THE ORDER	UNSIGNED ORDERS AND THOSE WITHOUT BILLING CODES WILL NOT BE PROCESSED
SHIP TO: DEPARTMENT	AUTHORIZING PERSON'S NAME (PRINT OR TYPE)	
OFFICE	CONTACT'S NAME	AGENCY BILLING CODE
ADDRESS (NO PO BOXES)	EMAIL ADDRESS	AGENCY INTERNAL ORDER NUMBER (Optional)
CITY, STATE, ZIP CODE	PHONE NUMBER	Fulfillment Services Completes: ADDRESS ID #
SPECIAL INSTRUCTIONS:		Customers Completes: PICK-UP ORDER REQUEST: Date and Time:

STD. FORM	UNIT	QTY	STD. FORM	UNIT	QTY	STD. FORM	UNIT	QTY	STD. FORM	UNIT	QTY	STD. FORM	UNIT	QTY
7	Pad/100		204	Pad/50		432	Pad/50		637	Pad/50		689	Pad/50	
65	Pkg/50		209	Pad/25		438	Pad/50		637A	Pad/50		692	Pkg/25	
65A	Pkg/50		218cont	Box/850		439	Pad/50		640	Pad/50		696	Pkg/25	
65 cont	Box/550		236	Pad/100		456A	Pkg/100		644	Pad/25		699	Pkg/25	
66A	Pad/100		254	Pkg/100		457	Pkg/100		645	Pkg/100		700	Pkg/25	
75	Pkg/100		262	Pad/50		501	Pkg/100		664cont	Box/1000		701C	Pkg/25	
76	Pkg/100		262A	Pad/100		603	Pad/50		671	Pad/50		701R	Pkg/25	
76 cont	Box/1500		269	Pkg/25		607A	Box/700		674	Pad/50		702	Pkg/25	
77	Pkg/100		270	Pad/25		608	Pkg/50		674AR	Pad/50		703	Pkg/50	
100	Pad/100		271	Pkg/5		608A	Pkg/50		674D	Pad/50		966	Pad/50	
100B	Pkg/100		273	Book/1		610	Pkg/50		678	Pkg/100				
101	Pkg/10		340	Pad/50		634	Pad/50		681	Pad/50				
106	Book/50		350A	Pkg/100		636	Pad/50		682	Pad/75				
107	Pad/100		403	Pkg/50		636A	Pkg/50		683	Pad/50				
115	Pkg/100		404C	Box/2000					686	Pkg/50				
117	Box/200								687	Pkg/50				