

We

At the Office of State
Publishing, we cover a
wide spectrum.



DEPARTMENT OF GENERAL SERVICES
OFFICE OF STATE PUBLISHING

Manage Design Print. Bind Package Deliver Store



State Printer's Message

As the 39th State Printer, I take great pride in OSP's long history of providing publishing services to the State of California. Our most valuable legacy is the relationships we have built over the many years with our stakeholders. OSP's teams of professionals have a proven award-winning record of the highest quality of service and delivery of on-time products.

Adhering to our core values of Integrity, Accountability, Communication, Excellence, Innovation and Teamwork, OSP will continue to provide valuable services into the future.

For over 160 years, OSP has risen to the ongoing challenge of adopting the newest technology to add value for our stakeholders. This brochure is an example of the high-quality products that can be produced by new digital color printing. This new technology not only saves money and time, but also is very green. As we move into the hybrid world of internet communication and digital printing, look for more breakthroughs to be announced soon.

Sincerely,

A handwritten signature in black ink that reads "David Gerald Hill". The signature is written in a cursive, flowing style.

David Gerald (Jerry) Hill

State Printer

We provide innovative printing and communication solutions through our specialized knowledge, statewide perspective, and coordinated public and private partnership. Our services are available to state, federal, county and city agencies.

— OFFICE OF STATE PUBLISHING



Customer Service

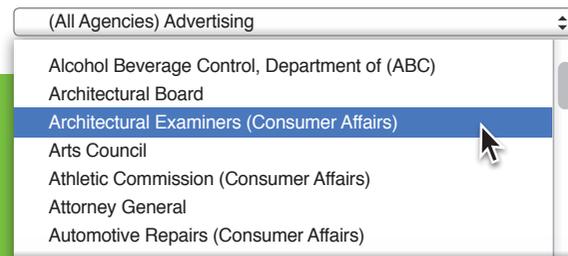
OSP offers customer service and support to all state, federal, county and city agencies. Our Customer Service Representative (CSRs) will help you find the most efficient and cost-effective services for your project, provide cost estimates and work with you on scheduling. Our CSRs act as your point of contact for all OSP services and will work proactively to deliver high-quality printing on time.

SERVICES PROVIDED

- Printing and mailing consultation
- Project estimating
- Dedicated customer service representatives who can answer your printing questions
- Print project management
- Advice on how to maximize your print budget through advertising
- Assistance with all other OSP services

Find your CSR!

If you don't know who your representative is, please visit our online CSR Search at www.dgs.ca.gov/osp/Programs/CustomerService.aspx where you'll be able to select your organization and find your dedicated Customer Service Representative.



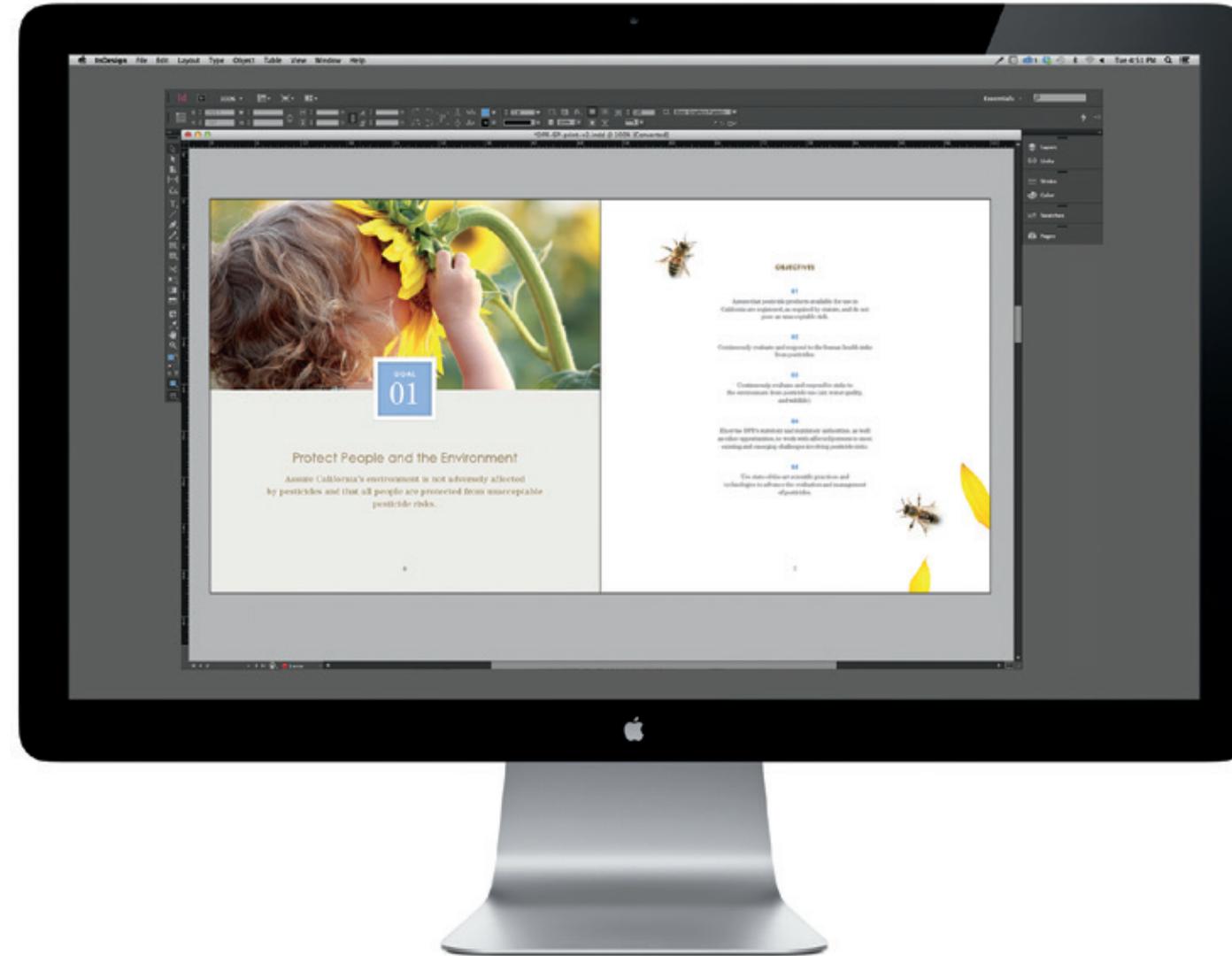
2014 OSP Customer Service Representatives

Front Row: Mark Renteria, Michael Mesaros, Jerry Brown, Sam Manisap, Phillip Hernandez, Noel Soliz
Back Row: Ed Page, Nicki Bailey, James Griffin, Dave Muth, Tim Staffler



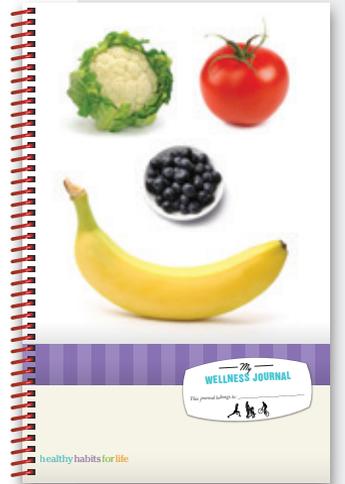
Creative Design Services

By combining sound marketing principles, graphic design and cutting-edge technology, OSP Design services help federal, state and local government organizations improve communication across print and online mediums.



SERVICES PROVIDED

- Strategic marketing
- Brand identity (logotypes, business cards, letterheads, envelopes)
- Collateral systems (brochures, flyers, presentation folders)
- Packaging
- Web (user interfaces, content management systems)
- Instructional (on-screen) presentation tools
- Exhibits and displays
- Permission marketing (eBlasts, eNewsletters)
- Promotional items
- Other branded systems of communication



Booklet
Healthy Habits
for Life

Slide Presentation
Office of State Publishing



Logo
California Government
Operations Agency



Pocket Folder & DVD
California Department of Forestry
& Fire Protection



Logo
California Mental Health
Services Act



Brochure
Department of Pesticide Regulation



GOAL 01

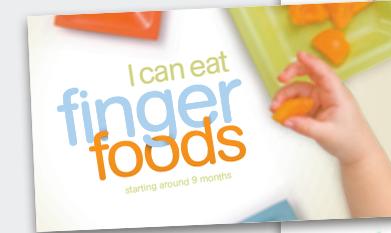
Protect People and the Environment

Assure California's environment is not adversely affected by pesticides and that all people are protected from unacceptable pesticide risks.



- 03** Continuously evaluate and respond to risks to the environment from pesticide use (air, water quality, and wildlife).
- 04** Exercise DPR's statutory and regulatory authorities, as well as other opportunities, to work with affected persons to meet existing and emerging challenges involving pesticide risks.
- 05** Use state-of-the-art scientific practices and technologies to advance the evaluation and management of pesticides.

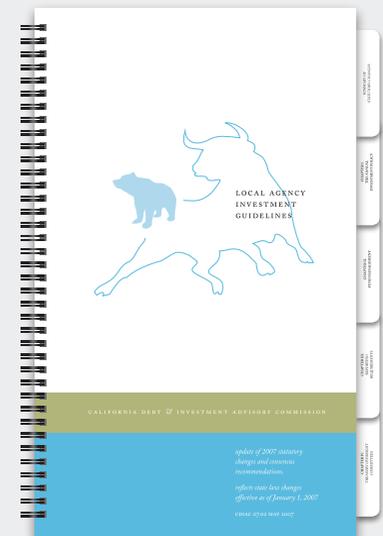
Marketing Materials
California WIC Program



Posters
Office of State
Publishing



Booklet
California Debt & Investment
Advisory Commission





Electronic Prepress

The Electronic Prepress Department (EPP) provides electronic prepress preparation as well as proofreading services. EPP ensures that each print project passing through OSP is prepared and set up correctly for its journey through the presses.

SERVICES PROVIDED

- Desktop publishing: Macintosh & PC
- CD/DVD copying/duplicating
- Cross-media production
- Composition

- Reformatting
- Fillable form creation
- PDF linking
- Client consulting
- Scanning/color correction

- File transfers
- Proofreading services
- Transcribing
- Computer to plate (CTP)
- Proofing profiled for G7 color



and
Establish an maintain on-going partnerships with state agencies to keep State *Cap* from updated and *N* revisi



Offset Print Services

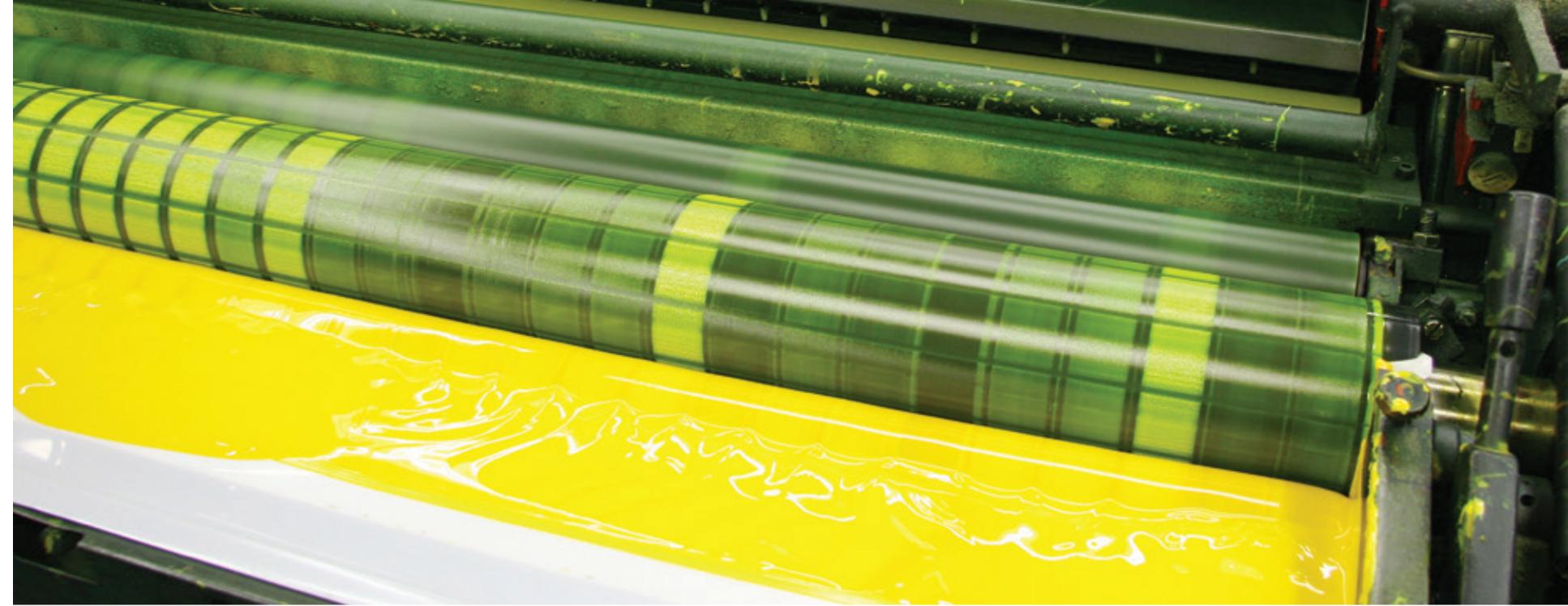
The OSP Pressroom utilizes offset printing equipment to provide quality printed materials to state agencies as well as providing just-in-time printing for all legislative bills and publications. Our equipment ranges from large-publication web presses, business form presses, large-format sheetfed presses and envelope presses. Project quantities range from thousands to tens of millions.



SERVICES PROVIDED

Offset and just-in-time printing of:

- Legislative bills and publications
- Newsletters, books and manuals
- Business forms
- Posters and brochures
- Envelopes
- Continuous feed roll forms
- Calendars





Legislative Bill Services

The Legislative Bill Room (LBR) is part of the Office of State Publishing (OSP) in the Department of General Services. OSP provides printing services for the California State Legislature, producing printed copies of the publications and recordings of legislative procedures on a daily basis.

SERVICES PROVIDED

Services provided by the LBR include a complete legislative publication service as well as single copies of individuals bills. Books, pamphlets, committee lists, bills, histories, files and other miscellaneous items are available for sale through the LBR located in the basement of the State Capitol, Room B32. Orders can be filled in person at the public counter, or by telephone.



Digital color printing that looks and feels like offset!

This brochure was printed on OSP's new Canon 7010 Color Digital Press. The Canon 7010 is designed to produce high-quality, short-run, color brochures, posters, flyers, publications, letters and business cards from your digital files.



Digital Print and Mass Mail Services

Digital Print/Mass Mailing services provide digital printing and mailing for all California agencies. In addition to black and white and full color printing, our bindery offers cutting, stitching, perfect binding, saddle stitching, folding, 3-hole drilling, comb binding, tape binding, mail inserting and sorting for postal discounts.

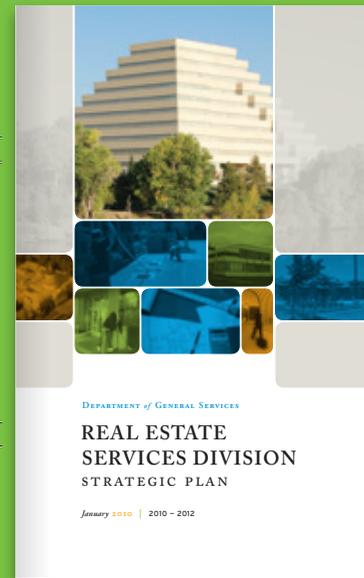
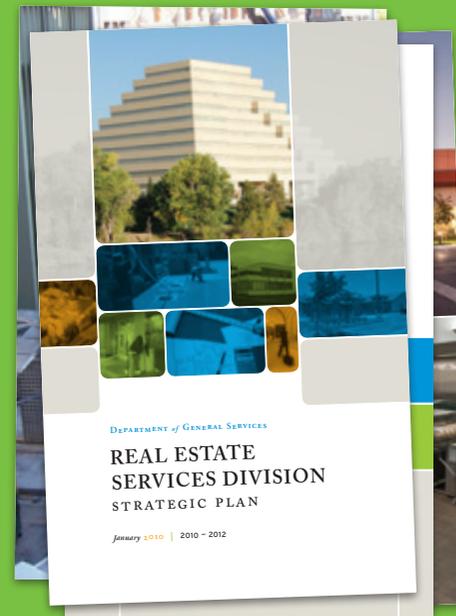
SERVICES PROVIDED

- Fully automated print and mail piece tracking
- Variable data printing
- Just-in-time fulfillment services
- Page composition and layout
- Scanning hard copy into digital file formats such as TIF, PDF and OCR
- Addressing services
- Address list maintenance
- Digital black and white and full color, high-speed printing
- Business cards, newsletters, brochures, posters, manuals, reports and legislative documents
- In-line and off-line bindery services
- Ink-jet addressing, inserting, postage metering
- Presorting of postcards, letters and flat oversized mail



Bindery Services

The Bindery is the final process of all printed materials and products that come through the OSP plant. It is the final step to assure that quality has been upheld throughout all phases of a project. The bindery puts the finishing touches on all jobs, including packaging, and distribution and mailing if needed. We ensure our customers receive the final product they deserve and desire.



SERVICES PROVIDED

- Guillotine paper cutting
- Saddle stitching—with or without in-line ink jet addressing
- Perfect binding
- Side binding/stitching

- Collating—roll to snap out or continuous
- 3-knife trimming
- Padding
- Multi-stitching
- Drilling

- Gather all—collating single sheets or folded signatures
- Hand work processes
- Ink-jet addressing variable data
- Strapping
- Distribution of shipments
- Packaging



Interagency Mail

The Interagency Mail & Messenger Service (IMS) provides daily mail service between State offices in the greater Sacramento area, including Elk Grove and Rancho Cordova. The IMS provides messenger service on a prescheduled or as-needed basis. The IMS also provides delivery service of boxed documents to and from the State Records Center & Document Destruction Center.



SERVICES PROVIDED

- Interagency mail pick-up and delivery
- Messenger services
- State Records Center & Document Destruction Center pick-up and delivery



State Records Center

The State Records Center (SRC) provides low-cost storage services for all State agencies. Within the SRC, the Document Destruction Center facilitates the destruction of confidential paper records, microfilm, microfiche, cassettes, computer tapes and other recyclable materials.

SERVICES PROVIDED

- Low-cost storage of records
- Destruction of confidential paper and plastic media records
- Vault storage of the State's vital or essential records
- Assistance in resolving problems or issues concerning storage, requests, transfer lists and shipments
- 24-hour record retrieval via the Internet
- Emergency record retrieval
- Records management consultation





Fulfillment Services

The OSP Fulfillment Department manages your print inventory, processes orders from your end users and ships ordered items out to the recipients. Whether your project is large or small, ongoing or time-dated, we can assist you in warehousing, distribution and inventory control, and establish reorder points through trend analysis.



SERVICES PROVIDED

- Order processing through fax, email or Internet
- Inventory reporting analysis
- Warehousing and distribution
- Inventory and reorder control through trend analysis



Office of State Publishing

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(916) 322-1031 | www.dgs.ca.gov/osp



Digital color printing that looks and feels like offset.

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