

## SAM-PUBLISING/PRINTING

### HOW TO ORDER OSP SERVICES

2810

(Reviewed 9/04)

**Ordering Form.** The requisitioning of printing and mailing is initiated by the use of a Printing/Support Service Order form, STD. 67. Facsimile or Internet transmissions are acceptable. The reverse side of STD. 67 provides instructions on how to complete the form. Classes are provided on how to complete STD. 67. For additional information, call (916) 445-9484, CALNET 485-9484.

**Estimates.** Upon request, OSP will provide cost estimates based upon the information available for budgeting or other purposes. Firm prices will be made only when all information and specifications are complete, or materials for printing or reproduction have been examined. All estimates and firm prices are valid for thirty calendar days.

**Scheduling.** The Printing Operations Unit will assist in working out non-standard schedules that are reasonable and attainable. Dependent upon material and labor resources available, a satisfactory solution or alternative can usually be worked out.