

## SAM-PUBLISING/PRINTING

### OSP PRINTING AND COMMUNICATION SERVICES

2820

(Revised 9/04)

The following describes the printing and communication services that OSP provides. For additional information, call (916) 445-9484, CALNET 485-9484.

**Brochure, Pamphlet, and Poster Printing.** The OSP can produce pamphlets bound in booklet form, unbound printed work, and large printed placards.

**Computerized Addressing Services.** Mailing lists can be maintained in the Addressing Services database. Addresses can be added, deleted or amended, and address labels can be prepared. For additional information, call (916) 445-5385, CALNET 485-5385.

**Desktop Publishing.** The OSP can supply laser proofs of pages, artwork, etc.; camera-ready repros with crop marks and color separations; and film negatives. Send a copy of your file on a disk or cartridge to process your files, or send a modem transfer.

**Electronic Publishing (Disk or Internet).** Publications can be accepted on disk or can be transferred to OSP on the Internet. Suitable digital files can be printed on the DocuTech digital publisher or placed on the Internet for public access.

**Forms Printing.** Various sizes of snapout and continuous multipart forms can be prepared using NCR or carbon papers. Forms can also be numbered and perforated.

**Interagency Mail Service (Courier Service).** The OSP provides interagency mail service to most state agencies in the Sacramento area. For additional information, call (916) 327-5203, CALNET 467-5203.

**Legislative Printing and Distribution.** Legislative bills and publications are printed at OSP and distributed through the Legislative Bill Room located in the basement of the State Capitol. For more information about obtaining copies of Legislative bills, call (916) 445-2323, CALNET 484-2323.

**Mass Mailing.** Mass Mailing is the mailing of identical pieces on a large enough scale to efficiently use special high speed equipment. The OSP maintains facilities to handle all types of bulk mailing. When in doubt about any matter concerning U.S. Mail, contact a U.S. Postal Account Representative.

**Mail Presorting.** The OSP has established a Master Service Agreement with the Employment Development Department for first-class mail presorting services.

**Print Buying.** With a network of over 300 vendors statewide, OSP Printing Procurement Section can purchase printing from commercial printers at the best value for agencies. For additional information, call (916) 322-1000, CALNET 492-1000.

**Publication Printing.** Any magazine, newsletter, tabloid, booklet or any other format can be printed at OSP on a regular basis.

**Quick Printing.** High speed duplicators provide a rapid turn-around of short run documents and publications. For additional information, call (916) 445-5390, CALNET 484-5390.

**Stationery Printing.** Letterhead should be used for correspondence with the public and governmental units other than those of the California state government. In accordance with Government Code Sections 7525 and 7527, all correspondence from a state agency shall contain the name, address, and telephone number of the writer, authorized representative, or contact person familiar with the subject area. In cases of computer-generated letters, a telephone number and an address where a person familiar with the subject may be contacted shall be given.

Memorandum format should be used for correspondence within state government. Check with your executive office's secretary to determine the appropriate memorandum format.