

## SAM-PUBLISING/PRINTING

### HOW TO ORDER OSP SERVICES

2810

(Reviewed 12/13)

**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. The STD 67 must have the name or signature of the person authorizing the expenditure. Effective February 11, 2010, no work will be initiated, no documents will be reviewed, and no contracts will be approved by the Department of General Services (DGS) that would result in the expenditure of funds unless the certification by the Agency's Secretary or Department's Director, or their designees, that the purchase is vital and mission critical for the agency or department making the purchase. For additional information, call (916) 322-1031.

**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. OSP is subject to yearly rate changes.

**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 may be worked out.