

Office of State Publishing Capabilities and Delivery Timeframes

Office of State Publishing Procedures

The Office of State Publishing (OSP) produces internally everything that it is equipped to produce and outsources only those jobs that it either cannot produce at all or cannot produce within customer time frames. OSP evaluates printing requests based on customer need, labor availability, and equipment capacities.

The list of services OSP provides, production time frames for OSP products, and a list of services that OSP does not provide are noted below. Products and services not provided by OSP are automatically exempt under Government Code section 19130(b). Products and services that must be produced in less time than OSP's published minimum production timelines will not be able to be produced by OSP. Agencies and departments will have to obtain those products and services elsewhere. For those products that OSP does produce, State agencies must contact OSP to determine if OSP can provide the printing services in question.

Office of State Publishing Services

Graphic Design: The practice or profession of designing print or electronic forms of visual information, as for an advertisement, publication, or website.

Desktop Publishing: The design and production of documents using personal computers with graphics capability.

Typesetting and Composition: The act or art of setting type and/or the combining of distinct parts or elements to form a whole document.

Electronic Pre-press: Preparing provided electronic files for press production including color correction, trapping and imposition.

Digital Printing: High speed copying in color or black and white from an electronic file or hard copy original. Excludes digital printing with delivery points outside of the Sacramento area.

Forms: A document with blanks for the insertion of details or information in either single or multiple parts. Excludes multi-part snap out or continuous forms with quantities under 5,000.

Poster: A large, printed placard, bill, or announcement, often illustrated, that is posted to advertise or publicize something.

Brochure: A small booklet or pamphlet, often containing promotional material or product information.

Flyer: An advertisement (usually printed on a page or in a leaflet) intended for wide distribution.

Publication: A copy of a printed work offered for distribution, usually a multiple page bound document.

Presentation Folders: A flexible cover folded in the center with or without glued pockets and used as a holder for loose documents. Minimum order of 5,000.

Stationary or Letterhead: A single sheet with a name, address and phone number used for letter writing. Minimum order of 5,000.

Variable Data Printing: The process of personalizing a printed piece using names, addresses or images contained within a database.

Envelopes: A flat paper container, especially for a letter, usually having a gummed flap.

Mass Mailing Services: A batch of mail dispatched at one time by a sender.

Advertising in State Publications: Placing paid advertising into any mass distributed printed material for the purpose of defraying the production cost of that material.

Office of State Publishing Production Timeframes

The following are the general timeframes needed for scheduling printing:

Digital Print – Short run digital print/copy jobs can be completed in 3 to 7 work days from receipt of the job. Shorter time frames should be vended out.

Lithographic Print Services – Generally 10 to 30 days from *ok to print*. Variables include availability of stock, equipment, and size of printing project.

NOTE: Schedules for extremely large or complicated print jobs require planning several months in advance to insure availability of stock and equipment time. Estimated production times, quantity limitations and equipment availability are subject to change based on overall plant workload, labor availability, and maintenance schedules. Upon request, OSP will evaluate printing requests based on customer need, labor availability, and equipment capacities.

Services Not Provided by the Office of State Publishing

The following services must be purchased from an outside vendor:

Multi-stitched forms: Receipt books.

Engraving: A printing process that involves carving, cutting, or etching into a printing plate.

Foil Stamping: The process of applying foil to a printed or blank piece of paper, card stock or cover material.

Die Cutting: The process of using sharp steel rules to cut shapes for labels, boxes, presentation folders and containers.

Thermography: A process for producing raised lettering, as on stationery or calling cards, by application of a powder that is fused by heat to the fresh ink.

Laminating: A plastic film bonded by heat and pressure to a printed sheet for protection or appearance.

MICR Printing: Magnetic ink character recognition.

Case Binding: Hard covers produced using board, leather, or pliable man-made materials.

Spiral Binding: A book bound with wires in a spiral form inserted through holes punched along the binding side.

Coil Binding: Similar to spiral binding with the wires and punches in a slightly different configuration.

Wire-O Binding: Similar to spiral binding with the wires and punches in a slightly different configuration.

Lay-Flat Binding: A type of perfect binding (glued spine) that allows the book to lay flat when opened.

Adhesive Labels: Mailing labels or other types of labels with gummed adhesives or peel off backing.

Carbon Forms: Forms with sheets of carbon material inserted between parts for the purpose of making long-term multiple copies.