

## SAM – PUBLISHING/PRINTING

### OSP PRINTING AND COMMUNICATION SERVICES

2820

(Revised 12/2013)

The following describes the printing and communication services that [OSP](#) provides. For additional information, call (916) 322-1031

OSP can print for Federal, State and Local Agencies

**Design Services.** Assist federal, state and local government organizations in improving communication by combining comprehensive marketing principles, relevant aesthetics and cutting-edge technology. Provides effective designs to objectively develop communication solutions across print, screen and online mediums.

**Offset Printing.** Produces single and multiple color printing projects including bound publications, loose leaf, brochures, presentation folders, envelopes, posters and single or multipart forms. Bindery services include stitching, perfect binding, cutting, folding, drilling, banding, shrink-wrapping and padding.

**Digital Printing.** Providing swift turnaround of digital printing services within a secure facility. Services include single and full color printing, variable data publishing, document tracking and reporting, cutting, stitching, perfect binding, folding, shrink-wrapping, drilling, comb binding and tape binding. Electronic ordering of business cards is also available.

**Mass Mailing.** Provides multiple types of mailing services including full rate 1<sup>st</sup> class, presorted 1<sup>st</sup> class, standard presort, parcel mailing, as well as inserting and sorting of letters and flats. CASS, NCOA and presorting services of address lists prior to processing your mail are available. Walk Sequence sorting is available for large mailings. Mass Mail can inkjet your address lists onto labels, envelopes, brochures and newsletters.

**Addressing.** Mailing lists can be maintained in the Addressing Services database. Addresses can be added, deleted or amended, and address labels can be prepared.

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**Electronic Prepress Publishing.** Provides prepress solutions supporting Mac and Windows operating systems with PDF as the preferred format. Provided services include client consulting, composition, proofreading, fill-able form creation, scanning/color correction, File Transfer Protocol (FTP) site for file uploading, preflighting, cross-media production, PDF linking, page & color correction of hard-copy proofs profiled for G7 color accuracy.

**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 or purchasing a subscription of Legislative bills and publications, call (916) 445-2323.

**Forms Printing.** Various sizes of snap out, continuous multipart and roll to roll forms can be prepared using NCR, bond or OCR papers. Forms can also be numbered and perforated.

**Interagency Mail Service (Courier Service).** Provides interagency mail service and delivery to most state agencies in the Sacramento area. For additional information, call (916) 327-5203.

**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 purchases under \$50,000.