

PUBLISHING ORDER

STD. 67 (REV 11/2017)

1. **MASS MAIL SERVICES REQUIRED**

2. **MATERIAL DUE MASS MAIL**

10. DATE WANTED

11. AGENCY REQUISITION NUMBER

12. AGENCY BILLING CODE

13. **OSP JOB NUMBER**

3. AGENCY NAME

4. IMS CODE

14. COST QUOTE

15. ESTIMATE NUMBER

16. QUOTED BY

17. AMOUNT ENCUMBERED

18. CHAPTER

19. STATUTE

20. FY

5. PERSON ISSUING ORDER

6. TELEPHONE NUMBER

7. DATE TYPED

21. LINE ITEM CODE/CALSTARS CODE

22. COMPOSING NEEDED
 YES NO

23. PROOF REQUIRED
 YES NO

24. **LAST JOB NUMBER**
(Attach 2 copies of latest printed material)

8. **SHIPPING ADDRESS (FOR MASS MAIL RESIDUE, SEE BOXES 61 AND 63)**

25. **INQ. TO / PROOFER**

26. TELEPHONE NUMBER

27. FAX NUMBER

28. EMAIL ADDRESS

29. QUANTITY Finished product
(Also see Box 55 LDA)

30. No. of ORIGINALS

31. CONTAINS PAID ADVERTISING
 YES NO

32. PRINT: ONE SIDE HEAD/HEAD
 TWO SIDES HEAD/FOOT

9. **SPECIAL SHIPPING INSTRUCTIONS**

DELIVER CALL PICKUP SEE ATTACHMENT
 RETURN ORIGINALS TO: _____

PUBLICATIONS

45. No. of PAGES

46. SIZE *(Width first)*

ADDRESSING/MASS MAIL SERVICES

Furnish mail list updates at least five working days before mass mailing date. If mail services are used, a completed DGS OSP 104 mail questionnaire must be submitted with this STD 67 Publishing Order.

47. TEXT PAPER / INK

48. COVER PAPER / INK

49. **BINDING**

PERFECT BIND LOOSE LEAF SLIPSHEET PASTED SPINE
 COMB BIND SADDLE STITCH TAPE
SIDE STITCH *(Indicate 1 or 2 stitch)*
 1 STITCH 2 STITCH

55. **LDA** (See back) (Also see Box 29)

56. TITLE OF MATERIAL

57. **MUST MAIL BY DATE**

58. CLASS OF MAIL

FORMS

33. UNIT SET CONTINUOUS

34. SIZE *(Width first)*

35. FORMS PROCESSED BY:

TYPEWRITER AUTOMATED

36. BIND/TAB SIZE & LOCATION

37. No. of PARTS

38. PLY	STOCK	WT	COLOR	INK	39. <input type="checkbox"/> LASER PRINTER COMPATIBLE INK <input type="checkbox"/> CARBON <input type="checkbox"/> NCR
1					40. <input type="checkbox"/> L _____
2					<input type="checkbox"/> R _____
3					<input type="checkbox"/> T _____
4					<input type="checkbox"/> B _____
5					
6					
7					

FINISHING

52. **IF JOB REQUIRES FOLDING, SUPPLY FOLDED SAMPLE**

No. of FOLDS SIZE AFTER FOLD

50. **PERFORATE** - Include Sample

51. **PUNCH** - No. of Holes

PUNCH POSITION
 L R T B

PUNCH CENTER TO CENTER
 2 3/4" 4 1/4"

OTHER

53. **PACKAGE**

TIE SHRINK WRAP
 BAND UNITS PER PKG.

54. **SHIP**

CARTON PALLET
 OTHER

59. MAILING LIST NAME/NUMBER

CUSTOMER SUPPLIED FTP
 DISK E-MAIL

60. TYPE OF LABEL

No. 10s P/S LABELS
 No. 95s 4-UP LABELS
 CARDS ON MATERIAL

61. RESIDUE

WILL CALL UPS
 REGULAR MAIL DELIVER
 IMS RECYCLE

42. **FASTEN** CRIMP L R GLUE L R PARTS ALL, or

43. NUMBER - Beginning Ending

44. MISSING NUMBER OK?
 YES NO

Union Label. Indicate where union label is to be placed on product.

Must be printed at OSP

62. RELEASED BY MASS MAIL

RELEASE DATE

65. **JOB TITLE / SPECIAL INSTRUCTIONS** (Title, Form No., & Revision Date or Revision No.)

If this is a legal deadline, provide Legislation Code _____

63. **RESIDUE DELIVERY ADDRESS**

Specification Sheet Attached

64. **See Attached for Additional Mailing Instructions**

In the event of any material breach, failure, error or default by the Office of State Publishing (OSP), the customer's remedies shall be limited to the return of finished goods and the repayment of any sums paid to OSP by the customer for such finished goods or, in the alternative, replacement for such finished goods; provided, however, that OSP's maximum liability shall not exceed the amount of any sums paid to OSP by the customer. In no event shall the customer be entitled to recover any consequential or incidental damages of any type, including but not limited to lost revenues, allegedly caused in whole or in part by any delay, failure or nonperformance of, or breach or default by OSP. The only exceptions are requirements in statute, law or contractual agreements.

66. **PERSON AUTHORIZING EXPENDITURE**

67. APPROVED BY

INSTRUCTIONS

1. If Mass Mail services are required, check here.
2. Office of State Publishing (OSP) use only, no entry necessary.
3. Provide agency name.
4. Provide Interagency Mail Service Code.
5. Provide the contact person's name.
6. Provide the contact person's telephone number.
7. Enter date the order is typed.
8. Shipping address.
9. Check delivery preference.
10. Enter your requested delivery date.
11. Agency requisition identification number. This information is provided by your agency.
12. Provide agency billing code.
13. OSP use only, no entry necessary.
14. Fill in if an estimate has been given by OSP.
15. Provide estimate number given to you by OSP.
16. Provide the name of the OSP CSR issuing quote.
17. You must enter the amount of funds encumbered for this printing order.
18. This information provided by your agency.
19. This information provided by your agency.
20. Enter the fiscal year in which funds are to be encumbered for this printing order.
21. This information provided by your agency.
22. Indicate whether typesetting services are required for this printing order.
23. Indicate if a proof is wanted. Even if you do not request a proof, OSP will typically provide a proof on jobs with any change, all new jobs and all jobs that do not have a sample provided with the order. Large digital projects may also require a proof prior to production.
24. Enter the last OSP job number or copy identification number (usually located in the lower right hand corner of the form, brochure, or last printed page of the publication; or it can be obtained from your business service office.)
- 25 through 28. Enter the name, telephone and fax numbers, and email address of the person who can answer questions about this job and/or will approve the proof.
29. Also see Box 55. Order quantity—number of each, sets of forms, etc.
NOTE: Due to the high speed of the automated equipment at OSP, a delivery quantity of 10 percent over or under will constitute a complete shipment. If any exact quantity is required, please indicate.
30. Indicate number of camera-ready copy originals submitted.
31. Indicate whether this print order contains paid advertising.
32. Check here to indicate if the material is to be printed on one or both sides. If the material is printed two-sided, also specify either head/head or head/foot.
33. Type of form—check continuous or unit set (snap out).
34. Enter size (give width first, i.e., if letterhead, state 8 1/2" x 11").
35. Indicate whether form will be processed through typewriter or computer.
36. Enter tab size and location. Unit set standard tab size is 5/8" and continuous is 1/2".
37. Enter the number of parts. An original plus 2 copies equals 3 parts.
38. Stock description and ink specification for business forms.
39. Indicate whether preprinted form will be used on a laser printer.
40. Indicate whether form requires carbon or NCR.
41. Indicate how many sheets or sets per pad or book and the location of the binding.
42. Fasten - indicate how multiple part continuous form is to be held together.
43. Indicate beginning number and ending number.
44. Missing number(s) OK?—Some forms that are numbered, like receipt books, must have all of the numbers accounted for in the event of an audit. In this case, you will want to check the box that indicates that the missing numbers are NOT acceptable and must be made up. In other cases, for instance the state job application, each number does not have to be accounted for and it is acceptable to have missing numbers.
45. Indicate the number of pages. (A page is one side of a sheet of paper.)
46. Indicate finished size of publication (give width first, i.e., 8 1/2" x 11").
47. Specify text paper, weight and PMS ink color(s).
48. Specify cover paper, weight and PMS ink color(s).
49. Indicate type of binding.
50. If perforation is required, include a delineated sample or "dummy".
51. Indicate number of holes to be punched. Indicate the position of the holes, i.e., left, right, top or bottom. This is the distance from the center of one hole to the center of the next hole. Some standard measurements are:

2-hole punch	2 3/4" center to center
3-ring binder	4 1/4" center to center

Specify if "other" or if a sample is provided.
52. Indicate number of folds in product and include a sample or fold "dummy". Indicate size of finished product.
53. Indicate type of packaging required and number of units per package.
54. Indicate whether finished product should be delivered in cartons and/or pallets.
55. Library Distribution Act (LDA) - The Government Code Section 14900-14912 requires that any publication that is of interest to the general public be distributed to California's depository libraries. OSP offers the service of distributing the publications for a nominal fee. If your publication requires LDA distribution, you will be responsible for the cost of printing the additional LDA copies. LDA quantity will be added to the quantity in box 29 if box 55 is checked.
56. Form number or title of material to be mailed.
57. Indicate last acceptable date for job to be mailed.
58. Indicate if the product is to be mailed first class or presort standard, etc.
59. Provide mailing list name or number. Indicate how list will be provided.
60. Check appropriate boxes to indicate label or envelope type if known.
61. Check appropriate box to indicate how to handle residue.
62. OSP use only, no entry necessary.
63. Tell us where you want us to deliver residue.
64. Check if additional mailing instructions are provided.
65. Indicate the job title, form number and revision date or revision number. Use this area to explain any specifications not otherwise covered on the rest of this form. Indicate legislative code requiring legal mailing if applicable.
66. Must have name or signature of person authorizing the expenditure.
67. Name or Signature of person approving work to be done.