



DAS PRINT SHOP and STATE PURCHASING BUREAU

PRINTING 101: GUIDELINES FOR A SUCCESSFUL PRINT PROJECT

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NEBRASKA

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DEPT. OF ADMINISTRATIVE SERVICES



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I. Overview

Regardless of the size of a printing project, its intricacy, agency finances, or deadlines, the challenges of printing are essentially unchanged. Managing time, energy and resources can be demanding and complex. Yet, despite its importance, planning a print job of any size is mostly a process of self-teaching, learning as you go on the job, or from the individual who previously processed print projects, or by trial and error. This can lead to needless frustration and expensive errors.

This information is offered to State of Nebraska employees in cooperation with Administrative Services Print Shop to assist state employees to plan, schedule, develop specifications, and procure printed materials in accordance with Nebraska State statutes and procurement policies. Nebraska Statute §81-1118 requires that **all** printing projects no matter the dollar amount must be reviewed and / or processed through Department of Administrative Services Print Shop (DAS Print Shop).

If at any time you need help with your printing project, please contact the DAS Print Shop (402-471-2826) or the State Purchasing Bureau (SPB) at (402)-471-6500. Additional purchasing information can be found at the Nebraska State Purchasing Bureau Website:

<http://das.nebraska.gov/materiel/purchasing.html>

- **Printing is not a service.** The end product is a physical good.
- All printing regardless of dollar amount must be submitted through DAS Print Shop using the print requisition. (Instructions found on the DAS Print Shop website http://das.nebraska.gov/materiel/printservices/print_tutor.html)
- Any questions about products, availability, pricing, or how to enter a Print Requisition, please contact DAS Print Shop at 402-471-2826.
- If DAS Print Shop approves the use of an outside vendor, agencies **MUST** enter an OW requisition into the state procurement system and attach documentation of AS Print Shop approval) to proceed with the project.

II. Nebraska Statutes Pertaining to Printing

Nebraska Revised Statute § [81-1118](#) Materiel division; established; duties; administrator; branches; established.

A. § 81-1118. Materiel division; established; duties; administrator; branches; established.

The materiel division of the Department of Administrative Services is hereby established and shall be managed by the materiel administrator.

There are hereby established the following seven branches of the materiel division of the Department of Administrative Services which shall have the following duties, powers, and responsibilities:

1. The Office Supplies Bureau

Shall be responsible for providing office supplies, paper, and forms to using agencies;

2. Central Mail

Shall be responsible for all mailing operations, transportation of material, tracking shipments, and making freight claims;

3. The Print Shop

Shall be responsible for specifications and for receiving bids and placing orders to the lowest and best commercial bidder for all printing and reproduction operations for the state. The print shop shall also be responsible for coordinating all existing printing and reproduction operations of the state;

4. Copy Services

Shall be responsible for the purchasing and placement of all copier requirements;

5. The State Purchasing Bureau

Shall be responsible for all purchases by all state agencies other than the University of Nebraska. The materiel division shall administer the public notice and bidding procedures and any other areas designated by the Director of Administrative Services to carry out the lease or purchase of personal property. All purchases of and contracts for materials, supplies, or equipment and all leases of personal property shall be made in the following manner except in emergencies approved by the Governor:

By a competitive formal sealed bidding process through the materiel division in all cases in which the purchases are of estimated value in the amount of twenty-five thousand dollars or more;

By a competitive informal bidding through the materiel division in all cases in which the purchases are of estimated value equal to or exceeding ten thousand dollars but less than twenty-five thousand dollars;

By unrestricted open market purchases through the materiel division in all cases in which purchases are of estimated value of less than ten thousand dollars;

All requisitions for whatever purpose coming to the state purchasing bureau shall be in conformance with the approved budget of the requisitioning department or agency; and

All contracts for purchases and leases shall be bid as a single whole item. In no case shall contracts be divided or fractionated in order to produce several contracts which are of an estimated value below that required for competitive bidding;

The state recycling office shall be responsible for the administration and operation of the State Government Recycling Management Act; and

State surplus property shall be responsible for the disposition of the state's surplus property and the maintenance of all inventory records.

Nothing in this section shall be construed to require that works of art must be procured through the materiel division.

B. Secretary of State/Tax Commissioner registration requirements

All Bidders should be authorized to transact business in the State of Nebraska. All Bidders are expected to comply with all Nebraska Secretary of State Registration requirements. It is the responsibility of the Bidder to comply with any registration requirements pertaining to types of business entities (e.g. person, partnership, foreign or domestic limited liability company, association, or foreign or domestic corporation or other type of business entity). The Bidder who is the recipient of an Intent to Award will be required to certify that it has complied and produce a true and exact copy of its current (within ninety (90) calendar days), valid Certificate of Good Standing or Letter of Good Standing; or in the case of a sole proprietorship, provide written documentation of sole proprietorship. This must be accomplished prior to the award of the contract. Construction Contractors are expected to meet all applicable requirements of the Nebraska Contractor Registration Act and provide a current, valid certification of registration. Further, all Bidders shall comply with any and all other applicable Nebraska statutes regarding transacting business in the State of Nebraska. Bidders should submit the above certification(s) with their bid.

III. Purchasing Processes

Printing projects are subject to normal purchasing rules and procedures regarding informal quotes or formal sealed bids (Invitation to Bids) found in the State Purchasing Bureau Agency Procurement Manual for Commodities/Goods. The complete State Purchasing Bureau Commodity / Goods Manual may be accessed through the internet at the State Purchasing Bureau web site:

[State of Nebraska Procurement Manual](#)

A. Process for all print jobs

All printing projects must be reviewed by DAS Print Shop. If the DAS Print Shop approves the use of an outside vendor, then it must be submitted through the state procurement system for review by entering an OW requisition. Orders expected to be under \$10,000 will be reviewed for Direct Purchase Authority (DPA). For printing jobs more than \$2000 but costing less than \$10,000, it is necessary for the agency to obtain three (3) valid quotes which include the terms FOB Destination and Net 45.

These are informal quotes and may be obtained verbally, by written Invitation to Bid (ITB), email, facsimile, or telephone. All vendors given the opportunity to quote must be given the same information for comparison purposes. Agencies may consider developing their own quote request template. Because of the complex nature of printing, written ITB's that contain complete and accurate specifications are always in the best interests of the agency and are highly recommended. Agencies are encouraged to use the ITB boilerplate located on the SPB website for informal bids. The ITB boilerplate must be used when requesting a commodity term contract.

http://das.nebraska.gov/materiel/purchase_bureau/agency-info.html

Any request for a term contract for printing must be formally bid by SPB via the Invitation to Bid process.

B. Special Bidding/Evaluation Requirements

1. **Nebraska Reciprocal Preference Law**

Pursuant to Neb. Rev. Stat § [73-107](#) Preference for Resident Disabled Veterans, When a state contract is to be awarded to the lowest responsible bidder, a resident disabled veteran or a business located in a designated enterprise zone under the Enterprise Zone Act shall be allowed a preference over any other resident or nonresident bidder if all other factors are equal.

Pursuant to Neb. Rev. Stat. §§ [73-101.01-73-101.02](#), a Resident Bidder shall be allowed a preference against a Nonresident Bidder from a state which gives or requires a preference to Bidders from that state. The preference shall be equal to the preference given or required by the state of the Nonresident Bidders. Where the lowest responsible bid from a resident bidder is equal in all respects to one from a nonresident bidder from a state which has no preference law, the resident bidder shall be awarded the contract. The provision of this preference shall not apply to any contract for any project upon which federal funds would be withheld because of the provisions of this preference.

C. Use of Statewide Contracts

DAS Print Shop can provide most standard business cards, letterhead stationery and printed envelopes.

The State Purchasing Bureau has statewide contracts in place for plain and printed envelopes. A complete listing of contracts is posted on the internet at the Materiel – State Purchasing Bureau’s webpage.

http://www.nebraska.gov/das/materiel/purchasing/contract_search/index.php

IV. Special Requirements

Here are a few special requirements unique to State of Nebraska printing that need to be considered. You can review State Agency Responsibilities on the Nebraska Library Commissions Website at <http://nlc.nebraska.gov/Govdocs/responsibilityagency.aspx> . To find what types of documents need to be submitted, check the FAQ page <http://nlc.nebraska.gov/Govdocs/faq.aspx> .

A. 51-412. Nebraska Publications Clearinghouse; created; duties; rules and regulations.

There is hereby created, as a division of the Nebraska Library Commission, a Nebraska Publications Clearinghouse. The clearinghouse shall establish and operate a publications collection and depository system for the use of Nebraska citizens. To this end, the Nebraska Library Commission shall adopt and promulgate such rules and regulations as shall be necessary to carry out sections 51-411 to 51-418. Source: Laws 1972, LB 1284, § 2; Laws 1988, LB 802, § 4.

B. 51-413. State agencies; publications; filing with Nebraska Publications Clearinghouse.

Every state agency head or his or her appointed records officer shall notify the Nebraska Publications Clearinghouse of his or her identity. The records officer shall upon release of a state publication deposit four copies and a short summary, including author, title, and subject, of each of its state publications with the Nebraska Publications

Clearinghouse for record purposes. One of these copies shall be forwarded by the clearinghouse to the Nebraska State Historical Society for archival purposes and one to the Library of Congress. Additional copies, including sale items, shall also be deposited in the Nebraska Publications Clearinghouse in quantities certified to the agencies by the clearinghouse as required to meet the needs of the Nebraska publications depository system, with the exception that the University of Nebraska Press shall only be required to deposit four copies of its publications. Source: Laws 1972, LB 1284, § 3; Laws 1979, LB 322, § 80; Laws 1989, LB 18, § 4.

C. 51-415. Official list of publications; publish; contents.

The Nebraska Publications Clearinghouse shall publish and distribute regularly to contracting depository libraries, other libraries, state agencies and legislators, an official list of state publications with an annual cumulation. The official list shall provide a record of each agency's publishing and show author, agency, title and subject approaches. Source: Laws 1972, LB 1284, § 5.

D. 51-416. Current state publications; furnish.

Upon request by the Nebraska Publications Clearinghouse, records officers of state agencies shall furnish the clearinghouse with a complete list of their current state publications. Source: Laws 1972, LB 1284, § 6.

E. 51-417. Distribution of state publications; restriction.

The Nebraska Publications Clearinghouse shall not engage in general public distribution of either state publications or lists of publications. Sections 51-411 to 51-418 shall not affect the distribution of state publications distributed by state agencies, except that the agencies shall deposit in the Nebraska Publications Clearinghouse the number of copies of each of their state publications certified by the clearinghouse. Source: Laws 1972, LB 1284, § 7; Laws 1988, LB 802, § 5.

V. The DAS Print Shop and Copy Centers

Many times your printing projects can be accomplished with high quality copying and minor bindery services with our DAS Print Shop or Copy Centers. In the Lincoln area, the Print Shop and Copy Centers are located:

DAS Print Shop

501 S. 14th Street, LL
Lincoln, NE 68508
Phone: 402.471.2826
Fax: 402.471.2838

NSOB Copy Center

301 Centennial Mall
South, LL
Lincoln, NE 68508
Phone: 402.471.2912
Fax: 402.471.2313

Capitol Copy Center

State Capitol, Room 1419
Lincoln, NE 68508
Phone: 402.471.3770

The DAS Print shop offers the following services:

- Banners up to 64" wide - **NEW SERVICE**
- Graphic Design Services
- Annual Reports
- Posters & Banners
- Laminating
- Business Forms
- Brochures & Flyers
- Business Cards & Stationery

- Books & Manuals
- Pocket Folders
- CD/DVD burning
- Inserting and Intelligent Bar Code Mailings
- Variable Digital Printing
- 24 Hour turn-around time on average-sized jobs
(See your Copy Center operator for specific details on larger jobs.)

The Copy Centers include:

- Self-service computer & scanning equipment
- Convenience copiers for Agency use
- Delivery

To learn how to enter a requisition and submit it to the DAS Print Shop, visit their website <http://das.nebraska.gov/materiel/printservices/index.html> and click on “Print Requisition Tutorial”.

VI. Print Project Planning

Printing is simply defined as “the art, process, or business of producing printed material by means of inked type and a printing press or by similar means,” (American Heritage Dictionary, 2011). The process of creating and procuring printing projects however, is much more complex and spans a wide range of stages such as planning, concept and design, layout, photography, artwork, text creation, paper selection, negatives, printing, proofing, packaging and delivery, selection of printing vendors, getting competitive solicitations, and many other considerations.

Although current technology has altered the many roles of the individuals involved in a printing project, i.e. the graphic designer, desktop publisher, printing buyer, and the printer, all people involved in the process must work closely together to accomplish the desired outcomes at economical costs. Preparation is an essential component of the printing process. Below are several things to consider that will help in preparing and planning your next printing project. Review of these key topics will assist you when deciding the size, quality, and the correct procurement methods for your next printing project.

- **Intended Outcome** - Ask questions such as: What will this report, booklet, brochure, pamphlet, etc. be utilized for? Who will see it? What is the life span of the project? Will this be a one-time print job or will it be used over and over again? If it is a print job that has been produced previously, how can the product and/or project be improved since the last printing?
- **Financial / Budget Considerations** - How much money is budgeted for this project? Know your boundaries, both low and high end. Plan for additional expenses like last minute changes, overage charges, etc.
- **Specifications** - Detailed information on your printing project that the vendor needs to know such as: quantity, size, paper, ink, packaging, proofs, etc. **See the Section 6, Developing Specifications** for a comprehensive list of matters to be considered.
- **Ask the Experts** - Use the expertise of others state employees. Get experienced and innovative people involved from the start of your printing project. It is a very good idea to contact the DAS Print Shop early in your printing project. The staff at DAS Print Shop can provide valuable assistance in planning your printing project and developing

specifications. Outside vendors can be helpful as well. Don't make the assumption that any vendor, DAS Print Shop, or an outside vendor, knows what you want. Assume that they don't. When projects will require competitive solicitations, care should be taken so as to not mislead a vendor into thinking that they will be awarded the project or that they should continue with a printing project without proper authorization.

- **Price Estimates** – DAS Print Shop and outside printing vendors can be very helpful assessing the cost of a printing project. Always plan for additional costs. Estimates are crucial to determine if print projects will require competitive solicitations or be within your agency's budgeted resources.
- **Communication Documentation** - Information and details are easily forgotten. Keep written notes of discussions with all people involved with the printing project, particularly printing vendors, to circumvent confusion and misunderstandings. Confirm understandings in writing to minimize mistakes later.
- **Scheduling** - Whenever possible try to define tasks, assign responsibilities, and set timelines for your printing projects, particularly if groups of people are involved in the printing process. A good printing project may take months of research and planning, so work closely with DAS Print Shop and the Print Buyer at AS Materiel State Purchasing Bureau and get them involved as early as you possibly can.
- **Choosing Suitable Vendors** –If the DAS Print Shop is unable to produce your printing project and they approve the use of an outside vendor, you will need to enter an OW requisition into Payroll & Financial Center (PFC or E1) and use a suitable vendor. Printing vendors have various expertise and capabilities, and time should be spent researching what they can and cannot produce. Research various companies online or make the most of your sales representative; call or ask them to visit with you and ask them about their operations.

VII. Developing Printing Technical Specifications

Developing technical specifications is the most important part of the printing project. Every printing job, even the most simple and routine, must include carefully developed and thorough technical specifications. Poorly developed specifications can cause serious problems such as cost overruns, time delays, interruptions, and receiving a product that does not meet your needs. Good technical specifications are complete, accurate, and written in terms which printers can understand. They communicate to the printer exactly what you want and expect. Never assume the printer knows what you want. Assume they don't. Even if you don't have the expertise to develop technical specifications yourself and rely upon the printing vendor or others for recommendations, provide a set of technical specifications with every printing job. This will prevent missed information and misunderstandings.

The following is a list of technical specifications that contains information needed for a printing job; these will be inserted into the boilerplate located at the [SPB website](#). A good technical specification contains all the information required for competitive bidding and will become a part of any purchase order or contract issued.

The Appendix contains a model printing technical specification form as well as examples of simple and complicated technical specifications. You may copy this form or use something similar that allows you to simply fill in the blanks, adding or deleting items as needed. A technical specification form should be used for all situations including simple orders and formal or informal bidding.

A. Technical Specifications List & Instructions

1. AGENCY NAME & REQUISITION NUMBER#:

Agency Name and Requisition Number

2. TITLE & DESCRIPTION:

Title and description of printed materials.

3. OBJECTIVE:

This is an optional entry that can be used when a print project calls for a variety of services and a Project Coordinator is needed. Here is a sample objective:

“The objective of this ITB or informal quote is to provide professional services in design, typesetting, layout, printing and finish work for (name of project). The project coordinator shall be (name of project coordinator), design, typesetting, layout, printing and finish work shall be submitted to the project coordinator in each step of production for agency approval and authorization to continue on to the next step of production. Printing must not commence until authorization to print is received from the project coordinator.”

4. QUANTITY:

Total amount or number of issues if more than one printing.

5. CHANGES IN QTY NOTICE

Agency reserves the right to make minor changes in item quantities at time of order placement.

6. OVERRUN/UNDERRUN:

Overruns in Excess of Ten Percent (10%) Will Not Be Accepted, Underruns Will Not Be Accepted. (Change % to meet agency needs, Percentage of Overrun/Underrun may be specified or No Overrun/Underrun may be specified. If nothing is specified, printing industry standard is ten percent (10%).

7. SIZE:

Flat Size: Overall size prior to folding

Finished Size: Trimmed/Finished page size after binding

8. PAGE COUNT:

Total Number of Pages **plus** Cover or Pages Self-Covered. A page is one side of a sheet of paper. If a sheet of paper is printed on both sides, it is counted as two pages.

9. PAPER/STOCK:

Cover: Specify Brand Name or Equivalent, Weight, and Color

Text: Specify Brand Name or Equivalent, Weight, and Color of text

10. INK:

Specify Color such as Black, Pantone Color, or 4-color Process for both the cover and the text portions of the printing project.

4-color Process refers to the four process colors: yellow, magenta, cyan, and

black and is normally used for the reproduction of color pictures.

11. BLEEDS:

Printed image extending to the trimmed edge of the sheet (or off the page). Indicate whether one-sided, two-sided, three-sided, or full (all four sides) bleed. Specify total number of bleed pages with the above characteristics of bleed.

12. COPY:

Method in which copy will be provided to the printer. Either Graphic design required by Printer, Camera-Ready, CD, jump drive / flash drive, or delivered as a PDF via the vendor's FTP site.

Camera-Ready means ready to go to print.

If provided on CD, jump drive or flash drive, indicate software program used such as InDesign, Quark Express, Illustrator, etc. Documents on any portable storage device should be proofed thoroughly before sending to the printer. A hard copy may be requested with the portable storage device to verify the layout of the printing job. If there is any doubt as to the job layout, ask the printer for a proof before going to press.

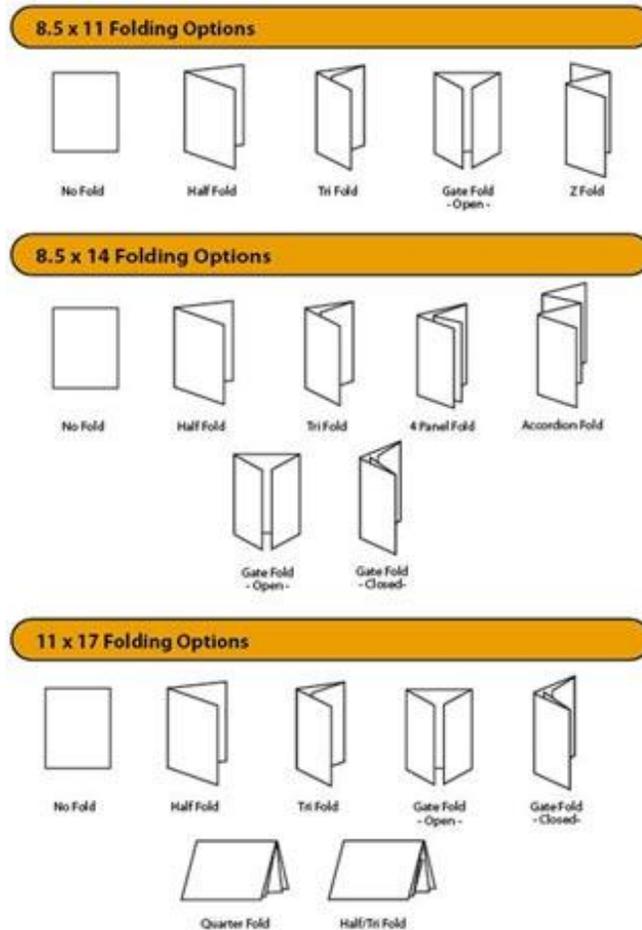
13. PROOFS:

Proofs are used to check for layout, misspelled words, misplaced commas, decimals. If errors are found in the proofing process, they can easily be corrected. Thorough proofing by the customer is a key element to obtaining a clean, professional end product.

14. FOLDING:

Indicate Parallel, Right Angle Fold or Tri-Fold and final folded size. Standard folds produced at the AS Print Shop are: half fold, double parallel (half & half) letter fold, z-fold, etc. Certain folds could be more costly than others, i.e. gatefold, map fold, etc. If you require a specialty fold, please contact the AS Print Shop.

Exhibit I



15. SPECIAL APPLICATIONS:

Die-Cut, Scoring, Perforations, Varnish, Embossing, Lamination

Die-Cut: Use of sharp steel cutting rules to open an area to the required image or shape.

Scoring: Creating a crease on heavier weight papers to produce a clean accurate fold.

Perforations: Holes cut in stock for the purpose of facilitating separation of individual units. Indicate number and location of perforations and whether vertical, horizontal, or right angle (as in business reply cards).

Varnish: A thin, protective coating applied to a printed sheet. It can be all or part of the ink.

Aqueous coating: Water-based protective coating on printed sheets, can be satin or gloss.

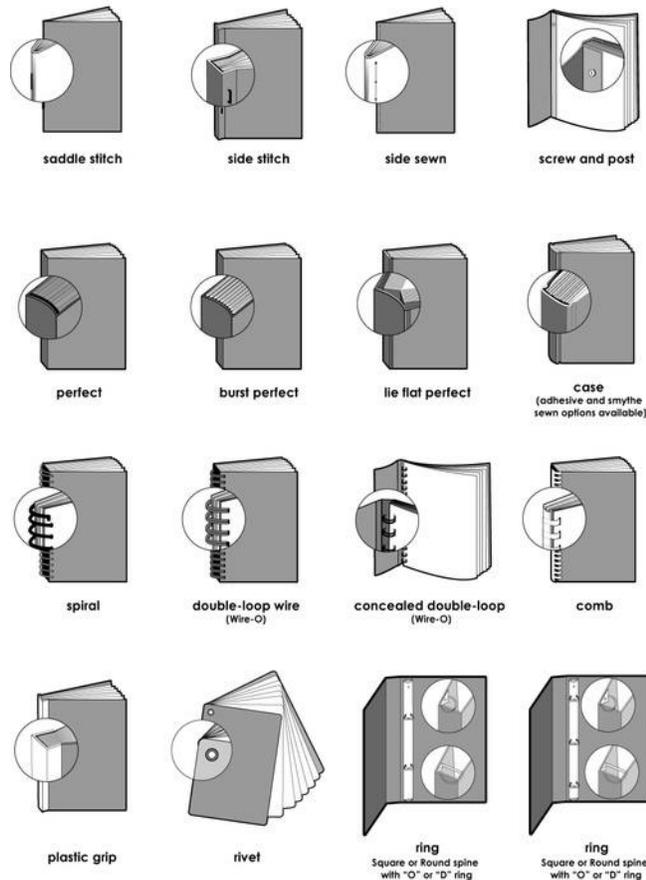
Embossing: Impressing an image in relief to achieve a raised surface.

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

16. BINDING:

List the type of binding required: Stapling, Collating, 3-Hole Punched, Saddle Stitch, Perfect Bind, Plastic Coil, Plastic Comb Bind, or Wire-O Bind. A list of bindery terms is included in the Appendix for reference.

Exhibit II



17. PACKAGING:

List packaging details such as Boxed, Banded, or Shrink-wrapped and the quantity required in each package.

18. DELIVERY DATE:

Requested Delivery Date

19. DELIVERY INSTRUCTIONS:

Special Delivery Instructions, such as: Inside and In Place, Delivery to a specified location, or to Dock/Receiving Area. List contact person, receiving hours, whether a pallet jack or forklift are needed, and any special delivery instructions necessary.

20. SPECIAL TERMS AND CONDITIONS

Special Terms and Conditions specific to printing; clauses which may be used in development of specifications.

- **RECYCLING** As outlined in [Neb. Rev. Stat. § 81-15,159](#), a preference shall be given to those Bidders that provide products, materials, or supplies which are manufactured or produced from recycled material or that can be readily reused or recycled after its normal use. Preference will also be given to purchases of corn-based biodegradable plastics and road deicers. No preference shall be given if such preference would result in the purchase of products, materials, or supplies that are of inadequate quality or of substantially higher cost.
- **QUALITY:** All printing must be clear and legible, no swelling, illegible printing, blemishes or missing pages will be accepted. Project calls for a quality finished product. If this is not achieved, publication may be rejected. Agency reserves the right to reject any or all bids.
- **ALTERATIONS:** In case of customer alterations or changes after proof approval, printer to provide Statement of Added Charges per page cost. Agency will not accept responsibility for vendor error.

• **ADDITIONAL CHARGES:**

Vendor Charge per Page for Customer Alterations to Text. Per Page:
\$_____.

Vendor Charge for Additional Pages. Per Page:
\$_____.

Vendor Charge per 1000 for Each Additional 1000. Per 1,000
\$_____.

NOTE: All Applicable Pages Must Be Returned With Request for Quote.

- **OWNERSHIP:** All originals remain the property of the ordering agency and upon request, shall be returned to same upon completion of the printing.
- **DELIVERY DEADLINES:** Delivery is critical. The decision to purchase from responding, responsible vendors will be based on price and delivery time. It is expected that delivery will be made within the time specified in your bid response.

Optional delivery language: Agency requires delivery of all (name of project) to be delivered no later than (date).

or

Optional delivery language: Agency requires delivery of all items quoted
_____ working days ARO (After Receipt of Order)

Can Your Company Meet the delivery requirements? YES
NO Circle the Response.

If your response is no, what is the earliest possible delivery date?

VIII. Avoiding Reprints

Unfortunately, printed materials sometimes do not meet the expectations of the end user. Many things may have contributed to the problem, but generally specifications provided by the agency were incomplete or misinterpreted by the printer.

Although DAS Print Shop always provides a proof prior to printing, not all vendors automatically will. When controversy arises on print projects that have been approved for Direct Purchase Authority (DPA), it is important that agencies follow the following procedures:

- Always request a project proof before committing to proceed with printing.
- Proofs must be carefully checked by the agency for compliance to specifications before acceptance. This is your opportunity to verify accuracy and layout of the project prior to printing.
- When printed material is unacceptable, the agency should contact the printer and make the complaint known. Most of the time the agency and the printer can come to an acceptable resolution quickly.
- When meeting with the printer, the agency should have all the information about the printing project available, including records of conversations, copies of correspondence, bidding information and any other significant data that may provide the necessary documentation for resolving a complaint.
- Most reputable vendors will cooperate to resolve issues fairly for both parties. However, if an impasse has been reached, the matter may be directed to the State Purchasing Bureau for review and final resolution by completing a Vendor Performance Report. This form can be found on the State of Nebraska State Purchasing Bureau Website. The Vendor Performance Report process can also be used to commend good service/product, as well as to document service or product discrepancies that cannot be corrected at the agency level.

Complaints involving statewide contracts or single agency contracts should always be directed to the State Purchasing Bureau.

IX. Printing 101 APPENDIX

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A. AS Print Shop Process Flow

All State Printing must route through the AS Printing Services. To submit a requisition to AS Print Shop, please go to:

<http://das.nebraska.gov/materiel/printservices/index.html>

The print requisition routes to AS Printing Services, who will review the requisition and contact the using agency if there are any questions or if additional information is necessary. In rare circumstances, AS Printing Services may not be able to provide the requested services. In that case, AS Printing Services will give approval to outsource the project. The requesting agency must then submit an OW requisition in PFC / E1 for printing jobs processed outside of the AS Printing Services at any dollar amount. Specifications and quotes should be attached to the OW requisition.

If AS Print Shop gives approval to use an outside vendor, the following samples can be used to help build specifications.

B. Appendix Sample Printing Specifications for Submitting To Outside Vendors

Three sample printing specifications for submitting a quote request to outside vendors are attached.

- The first is a blank specification form that can be copied and used for developing specifications.
- The second is an example of a simple specification form for a flyer.
- The third is a more complex specification.

1. Sample Printing Specifications

AGENCY NAME

& REQ #: ***
TITLE &
DESCRIPTION: ***
OBJECTIVE: (optional)

The objective of this Quote Request is to provide professional services in design, layout, printing and finishing work for (name of project). The agency contact shall be (name of agency contact). Proof should be submitted to agency contact and approved. Printing must not commence until authorization to print is received from the agency contact.

YES	NO	NO & PROVIDE ALTERNATIVE	1. QUANTITY:
			*insert total of: <ul style="list-style-type: none"> • quantity requested • number of issues if recurring
			Agency reserves the right to make changes in item quantities before order placement.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	2. OVERRUN / UNDERRUN:
			Overruns in excess of << insert percentage (%#)>> will not be accepted, Underruns will not be accepted. Instructional explanation ** Percentage of Overrun/Underrun may be specified <u>or</u> No Overrun/Underrun may be specified. If nothing is specified, printing industry standard is ten percent (10%). **
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	3. PRESS CHECKS, GEOGRAPHIC LOCATION AND PROOFS
			<p>Instructional explanation</p> <p>**Will geographical location of printing plant be a consideration in the award of this bid?</p> <p>Does distance matter? Do you require the printer to be located within a certain distance? Or request production time / delivery time estimate here.</p> <p>Do you need to check and approve press runs as deemed necessary? **</p>
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	4. SIZE (Insert desired completed size and specify flat or finished.)
			Flat Size: Insert overall size prior to folding.
			Finished Size: Trimmed/Finished page size after binding.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	5. PAGE COUNT (A page is one side of a sheet of paper. If a sheet of paper is printed on both sides, it is counted as two pages.)
			State total number of pages plus cover <u>or</u> pages, self-covered.

NOTES/COMMENTS:

YES	NO	NO & PROVIDE ALTERNATIVE	6. PAPER / STOCK (Insert brand if known, or equivalent; weight and color are the most important factors.)
			Cover Stock: Specify Brand Name or Equivalent, Weight, and Color, coated or uncoated, etc.
			Text Stock: Specify Brand Name or Equivalent, Weight, and Color, coated or uncoated, etc.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	7. INK
			Cover: Specify Color such as Black, PMS Color (Pantone Matching System), or 4-Color Process 4-Color Process refers to the four process colors: yellow, magenta, cyan, and black and is normally used for the reproduction of color pictures.
			Text: Specify Color such as Black, PMS Color (Pantone Matching System), or 4-color Process 4-color Process refers to the four process colors: yellow, magenta, cyan, and black and is normally used for the reproduction of color pictures.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	8. BLEEDS
			Printed image extending to the trimmed edge of the sheet (or off the page). Indicate where bleed occurs on the sheet; left, right, top, bottom or any combination. Specify total number of bleed pages with the above characteristics of bleed. Or if none, indicate "no bleed".
			State additional charges for bleed(s): _____ _____
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	9. COPY / OWNERSHIP
			Method in which copy will be provided to the printer. Choose one: <ul style="list-style-type: none"> • Graphic design required by Printer • Camera-ready, • jump drive/flash drive or CD disk or • a PDF file sent to an FTP site
			If providing on jump drive/flash drive or CD, indicate software program used: Ex. InDesign, Quark Express, Illustrator, Photoshop, Acrobat etc. Documents on any portable storage device should be proofed thoroughly before sending to the printer. A hard copy may be requested with the portable storage device to verify the layout of the printing job. If there is any doubt as to the job layout, ask the printer for a proof before going to press.

			OWNERSHIP: All originals remain the property of the ordering agency, and shall be returned to same upon completion of the printing.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	11. PROOFS
			Request Proofs: Proofs are used to check for layout, misspelled words, misplaced commas, decimals. If errors are found, they can easily be corrected prior to printing.
			Instructional information: At what stages of the printing project are proofs required? Approval of final proofs are extremely important. An agency who has signed off on a proof is responsible for the final printed product. Check your proofs carefully.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	12. SAMPLES
			Instructional informational: Are samples of similar work required from the vendor? If so, include this clause: Samples of similar work printed in the bidder's facility, utilizing materials as bid may be required prior to an award. Samples may be included with the bid, and must be provided within five (5) business days of a request. Failure to provide samples as specified may void the bid.

			<p>Instructional informational: Are samples of the paper being bid (without ink) required from the vendor? If so, include this clause:</p> <p>Samples of materials bid will be required prior to an award, or at any time during the term of the contract. Samples are to be provided within five (5) business days of a request. Failure to provide samples or samples not meeting the specifications may void the bid or may constitute a breach of the contract.</p>
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	13. FOLDING
			Indicate folding required, if any. See folding diagram Exhibit I above.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	14. SPECIAL APPLICATIONS (optional)
			<p>Instructional information: Remove definitions on options you will need for your project. Remove all others that do not apply, or indicate "None."</p> <p>Die-Cut: Use of sharp steel cutting rules to open an area to the required image or shape.</p>
			Scoring: Creating a crease on heavier weight papers to produce a clean accurate fold.
			Perforations: Holes cut in stock for the purpose of facilitating separation of individual units. Indicate

			number and location of perforations and whether vertical, horizontal, or right angle (as in business reply cards).
			Varnish: A thin, protective coating applied to a printed sheet. It can be all or part of the ink.
			Embossing: Impressing an image in relief to achieve a raised surface.
			Lamination: A plastic film bonded by heat and pressure to a printed sheet for protection or appearance.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	15. BINDING
			Instructional information: List the type of binding required: Stapling, 3-Hole Punched, Saddle Stitch, Perfect Binding, Plastic Coil Binding, Tape Binding or Wire-O Binding. A binding diagram (Exhibit II) is listed above, and a list of bindery terms is included in the Appendix below for reference.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	16. PACKAGING
			Instructional Information: List packaging details such as Boxed, Wrapped, Shrink Wrapped, (loose or tight) or Banded and the amount required in each package.

NOTES/COMMENTS:

YES	NO	NO & PROVIDE ALTERNATIVE	17. DAMAGED GOODS
			Defective materials or finished goods damaged in shipment must be replaced by the Contractor at no charge to the State of Nebraska.

NOTES/COMMENTS:

YES	NO	NO & PROVIDE ALTERNATIVE	18. DELIVERY DATE / INSTRUCTIONS
			<p>Delivery is critical. The decision to purchase from responding, responsible vendors will be based on price and delivery time. It is expected that delivery will be made within the time specified in your bid response.</p> <p>Instructional Information: <CHOOSE ONE BELOW></p> <p>A. Agency requires delivery of all (name of project) to be delivered no later than (date).</p> <p style="text-align: center;">OR</p> <p>B. Agency requires delivery of all items quoted _____ working days ARO (After Receipt of Order)</p> <p>Can You Meet the Delivery Requirements? _____</p> <p>If your response is no, what is the earliest possible delivery?</p>

			_____ Days ARO.
			Instructional Information: Special Delivery Instructions, either Inside Delivery to a specified location or to Dock/Receiving Area. List contact person where applicable, hours open, etc. Does the vendor need to supply their own pallet jack or a forklift?
			Will you need the vendor to store the product for later deliveries?
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	19. PRICES
			Price quoted shall be unit price and shall be firm for <<NUMBER>> days from date of an award and are to be net; including transportation and delivery charges fully prepaid by the Bidder F.O.B. Destination as specified. No additional charges will be allowed for packing, handling, fuel surcharge, or partial delivery costs.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	20. SPECIAL REQUIREMENTS (optional)
			RECYCLING: As outlined in Neb. Rev. Stat. § 81-15,159, a preference shall be given to those Bidders that provide products, materials, or supplies which are manufactured or produced from recycled material or that can be readily reused or recycled after its normal use. Preference will also be given to purchases of corn-based biodegradable plastics and road

			deicers. No preference shall be given if such preference would result in the purchase of products, materials, or supplies that are of inadequate quality or of substantially higher cost.
			QUALITY: All printing must be clear and legible, no swelling, illegible printing, blemishes or missing pages will be accepted. Project calls for a quality finished product. If this is not achieved, finished product may be rejected. Agency reserves the right to reject any or all bids.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	21. ALTERATIONS DURING OR AFTER PROOF PROCESS: In case of significant customer alterations (graphic changes, additional text, etc.), printer to provide Statement of Added Charges by page number. Vendor is to indicate charge per page for customer alterations to text. Agency will not accept responsibility for vendor error.
			Vendor Charge per Page for Customer Alterations to Text. Per Page: \$_____.
			Vendor Charge for Additional Pages. Per Page: \$_____.
			Vendor Charge per 1000 for Each Additional 1000. Per 1,000 \$_____.
NOTES/COMMENTS:			

NOTE: All Applicable Pages Must Be Returned With Quote.

2. Example of Simple Printing Specifications

AGENCY: Any Agency, Nebraska.

DESCRIPTION: Workshop Flyer.

YES	NO	NO & PROVIDE	QUANTITY:
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		ALTERNATIVE	
			23,000
			Agency reserves the right to make minor changes in item quantities at time of order placement.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	OVERRUN / UNDERRUN:
			OVERRUNS IN EXCESS OF FIVE PERCENT (5%) WILL NOT BE ACCEPTED, UNDERRUNS WILL NOT BE ACCEPTED.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	SIZE
			FINISHED SIZE: 3-11/16" x 8-1/2"
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	PAGE COUNT

			2 – One sheet of 8-1/2" x 11"
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	PAPER / STOCK
			Text: 60# Gray book vellum finish or 24# Bond
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	INK
			Text: 1-1 PMS 220 – Tumble (both sides)
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	COPY / OWNERSHIP
			Electronic files will be supplied via FTP.
			OWNERSHIP: All originals remain the property of the ordering agency, and shall be returned to same upon completion of the printing.

NOTES/COMMENTS:

YES	NO	NO & PROVIDE ALTERNATIVE	PROOFS
			Final proof requires approval before printing..

NOTES/COMMENTS:

YES	NO	NO & PROVIDE ALTERNATIVE	FOLDING
			Tri-fold.

NOTES/COMMENTS:

YES	NO	NO & PROVIDE ALTERNATIVE	PACKAGING
			Packaged 500 per shrink wrapped, in boxes no more than 30 pounds each.

NOTES/COMMENTS:

YES	NO	NO & PROVIDE ALTERNATIVE	DAMAGED GOODS
			Defective materials or finished goods damaged in shipment must be replaced by the Contractor at no charge to the State of Nebraska.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	DELIVERY DATE / INSTRUCTIONS
			<p>Delivery is critical. The decision to purchase from responding, responsible vendors will be based on price and delivery time. It is expected that delivery will be made within the time specified in your bid response.</p> <p>A. Agency requires delivery of all Workshop Flyers to be delivered no later than February 24, 2017.</p> <p>Can You Meet the Delivery Requirements?</p> <p>If your response is no, what is the earliest possible delivery?</p> <p>_____ Days.</p>
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	PRICES
			Price quoted shall be unit price and shall be firm for 90 days from date of an award and are to be net; including transportation and delivery charges fully prepaid by the Bidder

			F.O.B. Destination as specified. No additional charges will be allowed for packing, handling, fuel surcharge, or partial delivery costs.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	SPECIAL REQUIREMENTS
			RECYCLING: As outlined in Neb. Rev. Stat. § 81-15,159, a preference shall be given to those Bidders that provide products, materials, or supplies which are manufactured or produced from recycled material or that can be readily reused or recycled after its normal use. Preference will also be given to purchases of corn-based biodegradable plastics and road deicers. No preference shall be given if such preference would result in the purchase of products, materials, or supplies that are of inadequate quality or of substantially higher cost.
			QUALITY: All printing must be clear and legible, no swelling, illegible printing, blemishes or missing pages will be accepted. Project calls for a quality finished product. If this is not achieved, publication may be rejected. Agency reserves the right to reject any or all bids.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	ALTERATIONS DURING OR AFTER PROOF PROCESS:
			In case of significant customer alterations (graphic changes, additional text, etc.), printer to provide Statement of Added Charges by page number. Vendor is to indicate charge per page for customer alterations to text. Agency will not accept responsibility for vendor error.
			Vendor Charge per Page for Customer Alterations to Text.

			Per Page: \$_____.
			Vendor Charge for Additional Pages. Per Page: \$_____.
			Vendor Charge per 1000 for Each Additional 1000. Per 1,000 \$_____.
NOTES/COMMENTS:			

NOTE: All Applicable Pages Must Be Returned With Quote

3. Example of Complex Printing Specifications

AGENCY: A Fine University

TITLE & DESCRIPTION: University Undergraduate Catalog 2016-17 Edition

YES	NO	NO & PROVIDE ALTERNATIVE	QUANTITY:
			30,000 Quote charge for re-orders per 2,000 copies if reprinted at a later date within 6 months of delivery.
			Agency reserves the right to make minor changes in item quantities at time of order placement.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	OVERRUN / UNDERRUN:

			Overruns in Excess of Ten Percent (10%) Will Not Be Accepted, Underruns Will Not Be Accepted.
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NOTES/COMMENTS:

YES	NO	NO & PROVIDE ALTERNATIVE	PRESS CHECKS, GEOGRAPHIC LOCATION AND PROOFS
-----	----	--------------------------	--

			<p>Geographical location of printing plant may be a consideration in the award of this bid.</p> <p>Vendor to provide distance located from delivery point, and estimated production times and travel time and cost below.</p> <p>Distance from delivery point: _____ miles</p> <p>Actual production time: _____ days</p> <p>Travel time / cost estimate: _____</p> <p>Customer will check and approve press runs as deemed necessary.</p>
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NOTES/COMMENTS:

YES	NO	NO & PROVIDE ALTERNATIVE	SIZE & WEIGHT
-----	----	--------------------------	---------------

			Finished Size: Trimmed to 8 1/4" x 10 3/4" (trim size must be exact)
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			Weight: Total weight must be less than 16 ounces.
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NOTES/COMMENTS:

YES	NO	NO & PROVIDE ALTERNATIVE	PAGE COUNT
			248 pages plus cover. Please quote charge and credit for additional or fewer pages. \$ _____ charge per page more \$ _____ credit per page less
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	PAPER / STOCK
			Cover: 65# coated cover, Mead Rich gloss Cover. Or agency approved equivalent.
			Text: 40# high opacity smooth white offset, Cougar. Or agency approved equivalent.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	INK
			Cover: 5/1; Process color side A with full bleed, solid coverage with UV or aqueous coating . Black on side B.
			Content Pages: 1/1 Black. Approximately 13 pages with marginal chapter index tabs. Bleed off top and leading edge.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	BLEEDS
			Content pages: Bleed off top and leading edge. Cover: Process color side A with full bleed, solid coverage.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	COPY / OWNERSHIP
			PDF file supplied on flash drive. Screen fonts and printer font will be supplied if requested. Output must be 1200 DPI or greater.
			OWNERSHIP: All originals remain the property of the ordering agency, and shall be returned to same upon completion of the printing.
			All materials, such as, but not limited to camera-ready artwork, and photographs used in printing the publication are

			the property of the agency and the contractor must be responsible for the safekeeping of all materials during printing production. If any of the materials are damaged or lost, it shall be replaced by the contractor at no cost to the State. The materials will be returned to the agency upon completion of the contract.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	PROOFS
			Printer will furnish proofs of entire book and color proofs of cover prior to printing.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	SAMPLES
			The sample Catalog provided by the agency with the bid package will be the required standard of quality used in any printing accomplished during the life of the contract. Printing that does not meet this required standard will not be accepted and may be cause for termination of the contract. Where customer provided samples deviate from specifications, specifications will govern.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	BINDING
			Perfect Bind
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	PACKAGING
			Each carton of catalogs shall not weigh more than 50 pounds each. Each carton shall have a Label with name of contents and count on one end. Shipping cartons must be a minimum of 125 lb. test. To prevent crushing, cartons must be sized so that catalogs fill each carton to the top, or as close as possible.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	DAMAGED GOODS
			Defective materials or finished goods damaged in shipment must be replaced by the Contractor at no charge to the State of Nebraska.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	DELIVERY DATE / INSTRUCTIONS
			<p>Delivery is critical. The decision to purchase from responding, responsible vendors will be based on price and delivery time.</p> <p>Artwork for cover and CD for content pages available June 20, 2017.</p> <p>The University Requires Delivery of All Catalogs to be delivered no later Than July 15, 2017</p> <p>Can You Meet the Delivery Requirements?</p> <p>If your response is no, what is the earliest possible delivery? _____ Days.</p>
			<p>Delivery Inside and in place to South dock, University Annex. Attention John P Scholar, (402) 867-5309. Monday – Friday 8 a.m. – 5 p.m. excluding state holidays.</p>
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	PRICES
			<p>Price quoted shall be unit price and shall be firm for 90 days from date of an award and are to be net; including transportation and delivery charges fully prepaid by the Bidder F.O.B. Destination as specified. No additional charges will be allowed for packing, handling, fuel surcharge, or partial delivery costs.</p>

NOTES/COMMENTS:

YES	NO	NO & PROVIDE ALTERNATIVE	SPECIAL REQUIREMENTS
			RECYCLING: As outlined in Neb. Rev. Stat. § 81-15,159, a preference shall be given to those Bidders that provide products, materials, or supplies which are manufactured or produced from recycled material or that can be readily reused or recycled after its normal use. Preference will also be given to purchases of corn-based biodegradable plastics and road deicers. No preference shall be given if such preference would result in the purchase of products, materials, or supplies that are of inadequate quality or of substantially higher cost.
			QUALITY: All printing must be clear and legible, no swelling, illegible printing, blemishes or missing pages will be accepted. Project calls for a quality finished product. If this is not achieved, publication may be rejected. Agency reserves the right to reject any or all bids.
NOTES/COMMENTS:			

YES	NO	NO & PROVIDE ALTERNATIVE	ALTERATIONS DURING OR AFTER PROOF PROCESS:
			In case of significant customer alterations (graphic changes, additional text, etc.), printer to provide Statement of Added Charges by page number. Vendor is to indicate charge per page for customer alterations to text. Agency will not accept responsibility for vendor error.
			Vendor Charge per Page for Customer Alterations to Text. Per Page: \$_____.
			Vendor Charge for Additional Pages.

			Per Page: \$_____.
			Vendor Charge per 1000 for Each Additional 1000. Per 1,000 \$_____.
NOTES/COMMENTS:			

NOTE: All Applicable Pages Must Be Returned With Quote.

C. Bindery Selection

GBC Binding: General Binding Corporation trade name for plastic comb binding.

3-Hole Drill: Drilling for standard 3-hole binders.

Perfect Bind: To bind sheets by trimming at the spine and gluing them to a wraparound cover.

Plastic Bind: Books bound with plastic elements in spiral form, inserted through holes punched along the binding side; comes in selected colors.

Saddle Stitch: To bind by stapling sheets together where they fold at the spine.

Shrink Wrap: Method of tightly wrapping packages or products in plastic film.

Side Stapled: In binding, to wire the sheets or signatures of a magazine or booklet on the side near the backbone.

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

Wire-O Binding: A continuous double series of wire loops run through punched slots along the binding side of a booklet.

D. Paper Selection

Bond: Most commonly used for letterheads and business forms. It is designed to accept ink readily from a pen, typewriter, or printer. Other terms used for this type of paper include Writing, Stationary, Business Paper, etc.

Book: Used for book printing as the names suggests, and is less expensive than text papers. Book papers come in a wide range of weights so you can vary the thickness of a book with the same number of pages.

Bristol: Type of board paper used for post cards, business cards and other heavy-use products.

Coated: Designed for offset printing, this paper is coated to enhance the ink coverage, and, in high gloss coated, to resist the moisture level of offset printing.

Cover: Developed for durability and dimensional stability. Sometimes heavier weights of book and coated stocks are available in matching colors.

Index: An inexpensive stiff paper which is receptive to ink and can be purchased in smooth or antique finish. Most often used for file cards and postcards.

Kraftwrap: Heavy brown paper used in packaging.

Laid Paper: Paper with a pattern of parallel lines at equal distances, giving a ribbed effect.

Ledger: Designed to be written on and used for accounting sheets and many legal certificates.

Linen Paper: Paper with a pattern of parallel linen crossing lines.

Dull / Matte/ Silk Finish: Dull paper finish without gloss or luster.

Tag: Board grade paper used for products such as tags and file folders.

Text: Designed for interesting textures and colors, these papers are used for booklets, announcements, brochures, etc.

Vellum: In paper making, a toothy finish which is relatively absorbent for fast ink penetration.

Wove Paper: Paper having a uniform unlined surface and a smooth finish.

E. Printing Trade Customs

Cancellations: All orders that are canceled after work has been started are subject to charges for materials ordered and work performed. Experimental work performed at customer's request, such as sketches, drawings, compositions, plates, presswork and materials shall be charged at current rates.

Alterations: Proposals are only for work according to the original specifications. If through customer's error, or change of mind, work has to be done a second time or more; such extra work will carry an additional charge, at current rates for the work performed.

Proofs: One proof shall be submitted. Corrections, if any, are to be made thereon and the proof should be returned marked "O.K." or "Correct and Print" and signed with name or initials of person authorized to pass on same. If revised proofs are desired, request must be made when proof is returned. Printer is not responsible for errors if work is printed as per customer's O.K.

Quantity: Unless specific arrangements are made in advance, quantity ordered is subject to a trade over-under allowance of ten percent (10%).

Delivery: Unless otherwise specified, the price quoted is for a single shipment, F.O.B. customer's local place of business. Paper stock furnished by the customer shall be properly packed, free from dirt, grit, torn sheets, bad splices, etc., and of proper quality for printing requirements. Additional cost due to delays or impaired production on account of improper packing of quality shall be charged to the customer.

F. Glossary of Industry Terms

The following information presents printing industry terminology (terms) and customs. The following industry terms and phrases are presented to help users when purchasing printed materials. These terms represent areas of design, material and production.

The printing industry has its own set of generally accepted customs. Being aware of these customs will assist employees with purchasing printed items and when working with printing vendors. It is important to note that when industry customs are in contradiction with state terms and condition, the state terms and conditions shall supersede and prevail. Therefore it is important to provide specific written information about these terms and conditions as part of all bid specifications. These documents determine how specific matters are handled with every job and vendor.

The following terms may not necessarily pertain to every printing job. Use this list to define and describe requirements when developing bid specifications. These definitions will assist with readers' understanding of industry concepts.

Accordion Fold: In binding, a term used for two or more parallel folds which open like an accordion.

Against the Grain: Folding or feeding paper at right angles to the grain direction of the paper. This can result in cracking or tearing when stock is folded.

Author Alteration: Changes in copy or specifications made after production has begun; generally referred to as "AA's" or "AC's". AA's are considered an additional cost to the client usually.

Artwork: All original copy, including type, photos and illustrations, intended for printing

Back To Back or Back Up: (1) To print on the second side of a sheet already printed on one side. (2) To adjust an image on one side of a sheet so that it aligns back-to-back with an image on the other side.

Backbone: The back of a bound book connecting the two covers; also called *spine*.

Banding: A method of packaging printed material using paper, rubber, plastic, string, or fiberglass bands.

Baseline: The imaginary line on which letters in a line of text rest.

Basic Weight: The weight in pounds of a ream (500 sheets) of paper cut to a given standard size for that grade; e.g., 500 sheets 25" X 38" of 50-lb. Book paper weigh fifty pounds.

Bind: Usually in the book arena, but not exclusively, the joining of leafs, covers, and/or signatures together with either wire, glue or other means.

Bindery: Print shop area that does trimming, collating, folding, binding, and other finishing tasks.

Binding Stub: Stub in which staples are placed for binding snap set forms into books.

Black-and-White: Originals or reproductions in black ink only as distinguished from multicolor.

Bleed: An extra amount of printed image which extends beyond the trim edge of the sheet or page.

Blowup: Photographic enlargement.

Body: The main text of work not including the headlines.

Body Type: Type of smaller sizes (usually 13-point and smaller) used to present the main text
body of a publication.

Bond Paper: A grade of writing or printing papers where strength, durability and permanence are essential requirements; used for letterheads, business forms, etc. The basic size is 17" X 22".

Book Paper: Category of paper suitable for books, magazines, catalogs, advertising and general printing needs. Book paper is divided into uncoated paper (also called offset paper), coated paper (also called art paper, enamel paper, gloss paper and slick paper) and text paper. The basic size is 25" X 38".

Breaks: With continuous forms, represents a separation of forms in a case of forms.

Bristol: Type of board paper used for post cards, business cards and other heavy-use products.

Brochure: A pamphlet bound in booklet form.

Caliper: The thickness of paper, usually expressed in thousandths of an inch (mils).

Camera Ready: Mechanicals, photographs and art fully prepared for reproduction according to the technical requirements of the printing process being used. Also called finished art and reproduction copy.

Check Copy (1) Production copy of a publication verified by the customer as printed, finished and bound correctly. (2) One set of gathered book signatures approved by the customer as ready for binding.

Clip Art: Artwork that can be cut out of a catalog and reproduced by printing methods.

CMYK: Abbreviation for cyan, magenta, yellow and key (black), the four process colors.

Coated Paper: Paper with a coating that improves reflectivity and ink holdout. Mills produce coated paper in the four major categories cast, gloss, dull and matte.

Collate: To organize printed matter in a specific order as requested.

Color Correction: Any method such as masking, dot-etching, re-etching, and scanning.

Color Process: Alternate term for four color process printing.

Color Proof: A proof combining all colors. The proof is checked for proper color determination, size, registration, and the like.

Color Separation: (1) Technique of using a camera, scanner or computer to divide continuous-tone color images into four halftone negatives. (2) The product resulting from color separating and subsequent four-color process printing. Also called separation.

Column Width: The horizontal measure of the column.

Comb Bind: To bind by inserting the teeth of a flexible plastic comb through holes punched along the edge of a stack of paper. Also called plastic bind and GBC bind (a brand name).

Composite Proof: Proof of color separations in position with graphics and type. Also called final proof, imposition proof and stripping proof.

Composition: (1) In typography, the assembly of typographic elements, such as words and paragraphs, into pages ready for printing. (2) In graphic design, the arrangement of type, graphics and other elements on the page.

Condensed Type: A narrow or slender type face.

Continuous Form: Series of perforated sheets attached in roll form. The sheets are fed into a printing press or other device, such as a computer printout, and are separated into individual sheets by tearing them apart along the lines of the perforations.

Continuous Tone Copy: All photographs and those illustrations having a range of shades not made up of dots, as compared to line copy or halftones. Abbreviated "contone." A photographic image which contains gradient tones from black to white.

Copy: Any furnished material (typewritten manuscript, pictures, artwork, etc.) to be used in the production of printing.

Cover: Outside surface of a case-bound or soft-cover book. The outside front is called first cover, inside front is called second cover, inside back is called third cover, and outside back is called fourth cover.

Cover Paper: A term applied to a variety of papers used for the covers of catalogs, brochures, booklets and similar pieces.

Crash Printing: Letterpress printing on carbon or carbonless forms so image prints simultaneously on all sheets in the set.

Creep: Phenomenon of middle pages of a folded signature extending slightly beyond outside pages. This can create margin problems and must be corrected when many pages are involved.

Crimping: Standard method of fastening papers or papers and carbon on a continuous form by piercing the sheets of paper or paper and carbon in the margins and locking them together by folding back the flaps.

Crop: To eliminate portions of the copy, usually on a photograph or plate, indicated on the original by cropmarks.

Crossover: Type or art that continues from one page of a book or magazine across the gutter to the opposite page. Also called bridge, gutter bleed and gutter jump.

Curl: In paper, the distortion of a sheet due to difference in structure or coatings from one side to the other, or to absorption of moisture on an offset press.

Cutting Die: Usually a custom ordered item to trim specific and unusual sized printing projects.

CWT: Abbreviation for hundredweight using the Roman numeral C=100.

Cyan: One of the four process colors. Also known as process blue.

Data Compression: Technique of reducing the amount of storage required to hold a digital file to reduce the disk space the file requires and allow it to be processed or transmitted more quickly.

Deboss: To press an image into paper so it lies below the surface. Also called tool.

Deckle Edge: Edge of paper left ragged as it comes from the papermaking machine instead of being cleanly cut. Also called feather edge.

Decollator: Machine used on continuous forms to remove the margins and/or carbons and separate the paper parts.

Desktop Publishing: Technique of using a personal computer to design images and pages, and assemble type and graphics, then using a laser printer or image setter to output the assembled pages onto paper, film or printing plate. Abbreviated DTP.

Desktop Publishing Software: Software that can produce professional-looking publications.

Die: Sharp metal rule used for die-cutting or block of metal used for embossing or foil stamping.

Die-Cutting: The process of using sharp steel rules to cut special shapes for labels, boxes and containers from printed sheets. Die-cutting can be done on either flatbed or rotary presses. Rotary die-cutting is usually done in-line with the printing.

Digital Plates: Printing plates that can be exposed by lasers or other high energy sources driven by digital data in a plate setter. These plates are used with high-tech processing.

Digital Printing: Printing by plate less imaging systems that are imaged by digital data from prepress systems.

Display Type: Type of a larger size (usually 14-point and higher) used for Headlines, and Ads.

Dots Per Inch (DPI): A measure of the resolution of a screen image or printed page. Spots per inch (spi) is a more appropriate term.

Drill: To bore holes in paper so sheets fit over posts of loose-leaf binders.

Drop-Out: Portions of originals that do not reproduce, especially colored lines or background areas (often on purpose). Sometimes, this is a result of poor quality originals.

Dry Gum Paper: Label paper with glue that can be activated by water.

Dummy: A preliminary layout showing the position of illustrations and text as they are to appear in the final reduction. A set of blank pages up in advance to show the size, shape, form, and general style of a piece of printing.

Duotone: In photo mechanics, a term for a two-color halftone reproduction from a photograph.

Duplex Paper: Paper with a different color or finish on each side.

Editing: Preparation of a manuscript for publication. It may include revision, rewriting, and checking for accuracy, as well as what is usually termed "Copy editing". Unless a copy editor is technically qualified, he or she should not make technical changes. Copy editing includes checking numerical sequence, marking for type, and making the style of the manuscript consistent. Spelling, punctuation, and grammar are corrected. Modified proofreader's marks are used in editing the manuscript. When possible, however, the corrections are written above the affected word or words rather than in the margin. Colored inks or colored pencils are generally used.

Embossed Finish: Paper with a raised surface resembling wood, cloth, leather or other pattern.

Embossing: Impressing and image in relief to achieve a raised surface; either overprinting or on blank paper (called blind embossing).

Engraver: Person who makes a plate for engraving. Also may refer to trade camera service. Engraving is a method of printing using a plate, also called a die, with an image carved into it.

Felt Side: The smoother side of the paper for printing. The top side of the sheet in paper manufacturing.

File: Any collection of information stored on a disk - a document, a folder, a system file or resource, and application.

Flood Varnish: To cover a sheet with ink or varnish.

Flush Left (or Right): In composition, type set to line up at the left (or right).

Folding: There are two kinds of folds - parallel and right angle. Using these two types of folds, specialty folds can be created. In designing printing, the different types of folds and the limitations of mechanical folding should be considered at the planning level. Otherwise, one or more folds might end up being a costly hand-folding operation.

Foil Emboss: To foil stamp and emboss an image.

Foil Stamping: Method of printing on a letter press using thin metallic or pigmented film and a die.

Folio: The page number.

Font: In composition, a complete assortment of letter, number, punctuation marks, etc. of a printed piece.

Format: The size, style, type, page, margins, printing requirements, etc. of a printed piece.

Galley Proof: A proof of text copy before being made into pages.

Gate Fold: A sheet that folds where both sides fold toward the gutter in overlapping layers.

Gathering: In binding, the assembling of folded signatures in proper sequence.

Generation: Each succeeding stage in reproduction from the original copy.

GBC Binding: General Binding Corporation trade name for plastic comb binding.

Gloss: Characteristic of paper, ink, or varnish that reflects relatively large amounts of light.

Goldenrod Paper: In offset lithography, a specially-coated masking paper of yellow or orange color used by strippers to assemble and position negatives for exposure on plates.

Grade: One of seven major categories of paper: bond, uncoated book, coated book, text, cover, board, and specialty.

Grain: In paper making, the direction in which most fibers lie which corresponds with the direction the paper is made on a paper machine.

Graphics: The drawing of circles, boxes, lines, and combining them to produce complex images.

Graphic Software: An application program that instructs the computer to draw complex shapes.

Gripper Edge: The leading edge of paper as it passes through a printing press. Also, the front edge of a lithographic or wraparound plate that is secured to front clamp of plate cylinder. Images cannot be printed in this area.

Gripper Margin: Unprintable blank edge of paper on which grippers bear.

Groundwood Pulp: A mechanically-prepared wood pulp used in the manufacture of newsprint and publication papers.

Groundwood Paper Newsprint and other inexpensive paper made from pulp created when wood chips are ground mechanically rather than refined chemically.

Halftone: The reproduction of continuous-tone images, through a screening process, which converts the image into dots of various sizes and equal spacing between centers.

Halftone Screen: Screen placed in front of the negative material in a process camera to break up a continuous tone image into dot formation.

Hard Copy: The permanent visual record of the output of a computer or printer. Also, the material sent to a typesetter in typed form, for conversion into typeset material.

Hard Proof: A proof on paper or other substrate as distinguished from a soft proof which is an image on a VDT screen.

Hardware: The physical components that make up a personal computer system.

Headline: Words usually set in large type at the head of a page or passage to introduce or categorize.

Head Margin: The white space above first line on a page.

Heat Set Web: Web press equipped with oven to dry ink faster, thus able to print coated paper.

3-Hole Drill: Drilling for standard 3-hole binders.

Image Area: Portion of a negative or plate corresponding to inking on paper. Portion of paper on which it appears.

Imagesetter: In computer imaging, a device that outputs type, line art, and photos in position.

Imposition: The arranging of pages in a press form to ensure the correct order after the printed sheet is folded and trimmed.

Impression: In printing, the pressure of type, or blanket as it comes in contact with the paper.

Index Paper: Light weight board paper for writing and easy erasure.

Ink: Colored liquid material for printing.

In-Plant Printer: Department of an agency, business, or associations that does the printing for the parent organization.

Insert: A printed piece prepared for insertion into a publication, another printed piece, or a mailing.

Inside and In Place: Delivery is to be delivered inside the building to the ordering agency area, as specified on each purchase order.

Kraft wrap: Heavy brown paper used in packaging.

Laid Paper: Paper with a pattern of parallel lines at equal distances, giving a ribbed effect.

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

LASER: The acronym for Light Amplification by Stimulated Emission of Radiation. The laser is an intense light beam with very narrow band width that can produce images by electronic impulses from digital data.

Laser Printer: A device that converts data into printed form with resolutions ranging from 300 dots per inch (dpi) to 1200 dots per inch (dpi).

Layout: The drawing or sketch of a proposed printed piece. In plate making, a sheet indicating the settings for a step-and-repeat machine.

Leaders: In composition, rows of dashes or dots to guide the eye across the page. Used in tabular work, programs, tables of contents, etc.

Leading: White space between lines of type. Measured in points from baseline to baseline.

Lead Time: Time allocated for a specific job or series of incremental tasks for the job in order to ensure completion and delivery on schedule.

Letter Press: Method of printing from raised surfaces. A letter press is the kind of press used primarily for crash printing of numbers or for die cutting.

Lithography: One of the most common methods of printing which uses a chemically coated plate whose image areas attract ink and non-image areas repel ink.

Logo: Identifying emblem; e.g., State Seal

M: Abbreviation for a quantity of 1000 sheets of paper.

Mailer: Continuous form of two or more parts which are glued together on all four sides and constructed in such a way that it can go through the U.S. Mail without using an envelope.

Make-Ready: In printing, all work done to set up a press for printing.

Manuscript: Handwritten or typewritten copy of material to be printed.

Matte Finish: Dull paper finish without gloss or luster.

Mechanical: Camera ready paste-up of type, photo overlays, line art, and overlays for additional colors on one piece of art board. Colors should be marked on tissue overlay.

Mechanical Separation: The old camera ready copy process prepared using a separate overlay for each color to be printed. This process is rapidly being replaced by digital or disk generated technologies.

Micr Ink: Type of ink containing iron oxide that is used in Magnetic Ink character Recognition equipment such as check sorters used by banks.

Mimeograph: Method of printing using a plastic stencil mounted on a rotating drum containing ink.

Monochrome Monitor: A monitoring device that only displays two colors such as black and white.

Mylar: In offset preparation, a polyester film especially suited for stripping positives because of its mechanical strength and dimensional stability.

Negative: In photography, film containing an image in which the values of the original are reversed so that the dark areas appear light and vice versa. Often referred to as "film".

Newsprint: Paper made mostly from groundwood pulp and small amounts of chemical pulp. Used for printing newspapers.

Numbering: Number sequence to be printed.

Non-Impact Printer: An electric device like a copiers, laser or ink-jet printer that created

Off-Press Proofs: Proofs made by photochemical or digital means in less time and at lower cost than press proofs.

Offset: In printing, the process of using an intermediate blanket cylinder to transfer an image from the image carrier to the substrate. Short for offset lithography. Lithographic printing transfers ink from a plate to a blanket, then from the blanket to paper.

Open Web: Web press without a drying oven, thus unable to print on coated paper.

Overlay: In artwork, a transparent covering over the copy where color break, instructions or corrections are marked. Also, transparent or translucent prints which, when placed one on the other, form a composite picture.

Overprinting: Double printing; printing over an area that already has been printed.

Overrun: In printing, copies printed in excess of the specified quantity.

Padding: Binding printed or blank sheets in units. Base stock is used to separate the units. The pads are secured as a batch, and cement is applied to one side. The units are then separated to form individual tablets.

Page: One side of a sheet of paper.

Page Count: Total number of pages, including blanks and printed pages without numbers.

Page Makeup: In stripping, assembly of all elements to make up a page. In computerized typesetting, the electronic assembly of page elements to compose a complete page with all elements in place on a video display terminal and on film or plate.

Page Proof: Proof taken from each page and proofread as a final check. The galley corrections have been made, and illustrations and footnotes have been arranged in their proper places.

Pagination: In computerized typesetting, the process of sequencing pages automatically to identify its location.

Pallet: Wooden platform used as a base for loading and moving paper and printed products.

Pantone Colors: The correct trade name of the colors in the Pantone Matching System is Pantone colors

Pattern Carbon: Type of carbon that has only selected areas of carbon coverage with the balance remaining a clear brown tissue. Used in the selective transfer of certain information from one paper part to another in snap sets or continuous forms and mailers.

Perfect Bind: To bind sheets by trimming at the spine and gluing them to a wraparound cover.

Perfecting Press: A printing press that prints both sides of the paper in one pass through the press.

Perforate: To cut minute holes in stock in order to facilitate separation of individual units.

Pica: Printer's unit of linear measurement. One pica equals 12 points or 1/6 inch.

Pigment: In printing inks, the fine solid particles used to give color, transparency or opacity.

Pinfeed Holes: Marginal punched holes on the sides of continuous forms which are used to feed forms evenly through a printer.

Pantone Matching System (PMS): Obsolete reference to Pantone Matching System. The correct trade name of the colors in the Pantone Matching System is Pantone colors, not PMS Colors.

Plastic Bind: Books bound with plastic elements in spiral form, inserted through holes punched along the binding side. Comes in selected colors.

Point: Unit of printer's measurement equal to approximately 1/72 of an inch 1/12 of a pica.

O.K. to print: Refers to customer's approval of color printing at the printing plant as the job is printed.

Prepress: Camera work, stripping, plate making, and other activities by a trade camera service or printer before press work begins. Alternate term for preparation.

Prepress Proofs: See Off-Press Proofs.

Press Check: Event at which test sheets are examined at the press before production run begins.

Press Proofs: In color reproduction, a proof of a color subject made on a printing press, in advance of the production run.

Pressure-Sensitive Paper: Material with an adhesive coating, protected by a backing sheet until used. This process replaces dry gum material which uses moisture activated adhesive.

Print Quality: A term describing the visual impression of a printed piece. In paper, the properties of the paper that affect its appearance and the quality of reproduction. Quality is subjective and is the cause for most problems between customers and printers.

Process Carbon: Refers to any carbon that is perforated, marginally punched or die cut.

Process Colors: In printing, the subtractive primaries; yellow, magenta and cyan, plus black in 4-color process printing.

Process Printing: The printing from a series of two or more halftone plates to produce intermediate color and shades. In four-color process; yellow, magenta, cyan and black.

Progressive Proofs (PROGS): Proofs made from the separate plates in color process work, showing the sequence of printing and the result after each additional color has been applied.

Proof: Test sheet made to reveal errors or flaws, predict results and record how a printing job is intended to appear.

Proofreading: Reading copy to detect typographical or other errors.

Publication: The collection of pages you create by integrating text and graphics.

Punching: Round holes punched in paper or in papers and carbons.

Ream: Five hundred sheets of paper.

Register: In printing, fitting of two or more printing images on the same paper in exact alignment with each other.

Reinforced Punching: Method of reinforcing punched holes by utilizing paper or mylar patches.

Remoistenable Glue: Dry gun adhesive applied to a sheet of paper to form a flap on a continuous mailer form.

Reprints: A reprinting of the original job with no changes.

Reproduction Proof: Proof of a typed form for purposes of photographic reproduction.

Resolution: The degree of precision with which an object is represented. A printer's resolution is determined by number of dots per inch (dpi).

Reverses: Original images in which reproduction has been reversed by a negative working process.

Right-Angle Fold: In binding, a term used for two or more folds that are a 90 degree angles to each other.

Rough Draft: Text material that requires editing and possible reworking before it becomes a final draft.

Saddle Stitch: To bind by stapling sheets together where they fold at the spine.

Score: To impress or indent a mark with a string or rule in the paper to make folding easier.

Screen: Piece of film with dots of uniform density, used to make plates that will print screen tints. See Halftone.

Self Cover: A cover of the same paper as inside the text pages.

Self Mailer: Printed piece designed to be mailed without an envelope.

Serif: The short cross-lines at the ends of the main strokes of many letters in some type faces.

Sheet Fed Press: Press that prints from flat sheets.

Shrink Wrap: Method of tightly wrapping packages or products in plastic film.

Side Stapled: In binding, to staple the sheets or signatures of a magazine or booklet on the side near the backbone.

Signature: In printing and binding, the name given to a printed sheet after it has been folded.

Skid: A pallet of loose stock, 20,000 to 30,000 sheets, stacked on a pallet, banded and plastic wrapped. Skid can also mean palletized cut stock or finished printed matter off of the printing press.

Snap Set: Multipart form glued together in a common stub, utilizing its own one-time carbon or carbonless paper for purposes of making copies.

Specifications: Complete and precise descriptions of paper, ink, binding, quantity, and other features of a printing job.

Spine: See Backbone.

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

Spot Color: A method of assigning and printing colors in a publication.

Spot Varnish: Varnish applied to portions of a sheet.

Stencil: Piece of fabric or film carrying an image for screen printing or mimeograph.

Stock: Paper or other material to be printed.

Stripping: The process of arranging negatives, positives, or copy in proper position on a flat before platemaking.

Stub: Part of a snap set where the papers and/or carbons are glued together.

Subhead: Heading or subdivision of text copy; a subordinate heading to title.

Tabloid: Newspaper about half the size of a regular newspaper.

Tag: Board grade paper used for products such as tags and file folders.

Text: The body matter of a page or book, as distinguished from the headings.

Toner: Imaging material used in electrophotography and some off-press proofing systems. In inks, dye used to tone printing inks, especially black.

Tooth: A characteristic of paper, a slightly rough finish, which permits it to take ink readily.

Trade Customs: Business terms and policies followed by business in the same field and often codified by a trade association and generally accepted by law.

Trade Shop: Printer or other service working primarily for other printing professionals. Trade shops will not work directly for the end-user or agency.

Transfer Tape: Strip of adhesive tape that is applied to paper and used to form adhesive for envelope flaps in continuous mailer forms.

Trim Marks: In printing, marks placed on the copy to indicate the edge of the page.

Typeface/Font: A style of type characterized by its shape, size, weight, width and slope, which makes it distinct from other typefaces.

-Up: In printing, two-up, three-up, etc., refers to imposition of material to be printed on a larger size sheet to take advantage of full press capacity.

Underrun: Production run of fewer copies than the amount specified.

Varnish: A thin, protective coating applied to a printed sheet for protection or appearance. Also, in ink making, it can be all or part of the ink vehicle.

Vellum Finish: In paper making, a toothy finish which is relatively absorbent for fast ink penetration.

Watermark: Distinctive design created in paper during manufacturing.

Web: A roll of paper used in web or rotary printing in contrast to cut sheets for sheet fed printing.

Web Press: A press which prints on roll-fed or web-fed paper.

Wire O Binding: A continuous double series of wire or plastic loops run through punched slots along the binding side of a booklet.

With the Grain: Folding or feeding paper into a press parallel to the grain of the paper. This is the preferred method.

Wove Paper: Paper having a uniform unlined surface and a soft smooth finish.

Wrinkles: Creases in paper occurring during printing. In inks, the uneven surface formed during drying.

Xerography: An electrophotographic copying process that uses a corona charged selenium photoconductor surface, electrostatic forces and dry or liquid toner to form an image.

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