

PRINT



STATE PRINT & MAIL

MONTANA DEPARTMENT OF ADMINISTRATION

1698 A Street | Helena, MT 59601 | (406) 444-3053 | SPM@mt.gov | www.gsd.mt.gov/SPM

PRINT SERVICES



1 PLACE ORDER

Once you are ready to order (or are approving an estimate) fill out an online form for your project.



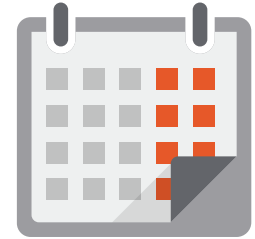
2 SUBMIT FILES

Zip your pdfs and upload them to the specified FTS folder. *Be sure to include your order reference number.*



3 PROOF

You will receive a proof email within 3 to 4 days with instructions for changes and approval.



4 PRODUCTION

Once you approve, allow 4 to 5 days* for production time.

*For small runs with limited bindery. Complex jobs with higher volumes may require additional production time.

ABOUT

From graphic design, to scanning, printing, mailing, and delivery; partnering with State agencies to provide secure and effective marketing, communication, and business development.

If you work for the State of Montana you are required by MCA 18-7-101 to use State Print & Mail's services. This includes **all printing and the procurement of printing-related purchases.**

Montana State Print & Mail provides printing services by operating a central facility (1698 A Street) for duplicating and binding, desktop publishing, layout and design, graphic illustration, and forms design.

SERVICES

Customer Service
Pre-Press / Print
Mail
Digital / Creative
Bindery / Finishing
Procurement

RATES

File Transfer	\$25/hr
Hand Time	\$45/hr
Pre-Press + Design	\$70/hr
Programming	\$90/hr

PRODUCTS

High Quality Color Printing:
up to 12 x 18" sheet size

Black and White Printing:
up to 11 x 17" sheet size

Large Format Posters
glossy posters up to 42" wide

Bindery & Finishing
*Folding, Tabbing, Collating
Perforation and Cutting
Stapling and 3-hole Punching
Book Binding
Padding on Notepads and NCR
Shrink Wrapping
Laminating / UV Coating
Foam Core Mounting*

START A NEW PRINT PROJECT

Fill out one of our online order forms with all of your job details. Our customer service team can walk you through various printing options and/or provide estimates.

Questions? Call (406) 444-3053 or email SPM@mt.gov.

DOCUMENT SETUP

Pre-Designed Projects

For pre-designed projects, please review it (check dates, proofread, spell check, etc.) then submit it as a print PDF.

****Please convert all Word and Publisher files to a PDF. Use the "save as" option and choose then Adobe PDF. Or you can even right click on your file before you open it and chose: Convert to Adobe PDF.***

Files should be set up at the final document size, unless you want to have color extending to the edge. In which case you need to add "bleed" around the edges. Then it will be printed on a larger paper stock and trimmed down to the final size. We ask for 1/8th or 0.125 inch all the way around the entire document.



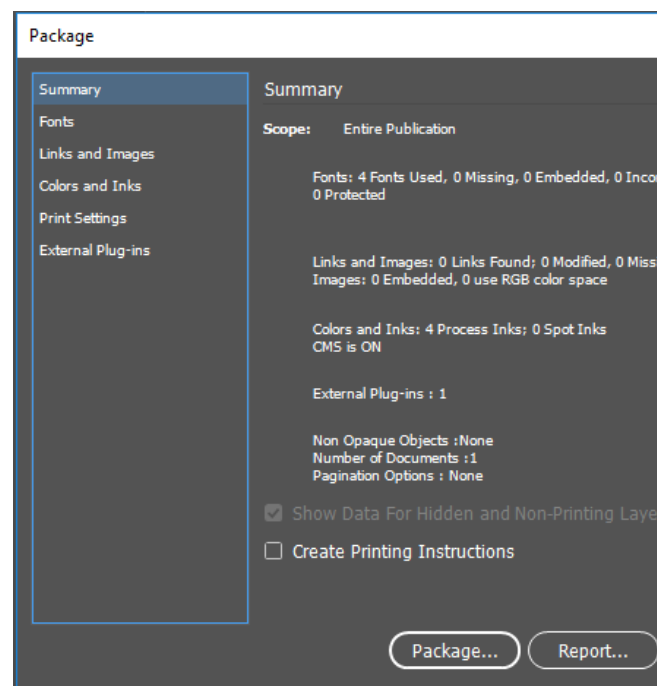
ie.) an 8.5 x 11 inch page with bleed will be printed 8.75 x 11.25 inch and then cut down to the final size.

Even if your project doesn't bleed, please leave a 1/4 or 0.25 inch margin (space between content and all edges.) If you have images or text too close to the edge they may get cut off.

For books please send us single pages instead of two-page spreads. Some programs will set up a booklet for you. They will put the pages in order for printing, however we prefer that you don't do this prior to sending the files to us. (Keep in mind that books with a saddle stitch need to have a final page count divisible by 4.)

Native design files (.indd, .eps, .ai) are great, too. You do not need to include crop marks, color bars, registration marks, or any other page information. Please DO include bleed on your files. If you send us native files, please package them.

To package files in Adobe InDesign or Illustrator, go to "file" and choose "package." Follow the dialog boxes and include all links and fonts. This will generate a new folder with a copy of the design file, a PDF, and all of the photos and fonts used.



Pre-Designed Project Continued...

For the best image quality, please use the recommended file types and color spaces. To check this, right click on an image and select properties. Under the details tab there is information about dimensions, resolution, and color space.

PRINT: images should be 300 dpi, CMYK or PMS and high resolution .jpgs or .tiffs.

WEB: images should be 72 dpi, RGB and .jpgs or .pngs.

LOGOS: vector files (.eps, .ai.) We have hundreds of logos on file for state agencies and will substitute those in if available.

Projects that need to be designed

If you are sending us content that you would like us to design, you can send the text in a word or notepad document, and send any images and/or logos separately. Our hourly design rate is \$70 per hour and we have professional designers on staff who can assist with all of your design needs.

Mailings / Address Files

For mailings or merges with an address/data file please send Microsoft Excel files (.csv, .xls, .xlsx.) Please submit an excel sheet with each category as a separate column. We will remove all extra formatting (colors, borders, font styles) and convert the file to just data or a .csv.

(We cannot accept word documents with already merged addresses.)

SUBMITTING FILES

To submit your files, please prepare and send your files accordingly:

- Convert all files to pdfs and place them inside a folder labeled with your project name
- Right click, "send to" Compressed (zipped) folder
- Add the 6 digit reference number to your zip folder name (ie. 532356-YourProjectName.zip)
- Upload the zip folder to the specific SPM FTS link. *(You will need to log in to FTS using your C Number or AD Account Name.)*
- Wait for the files to completely uploaded and then click "Send File."



RGB VS. CMYK VS. PMS/SPOT COLORS

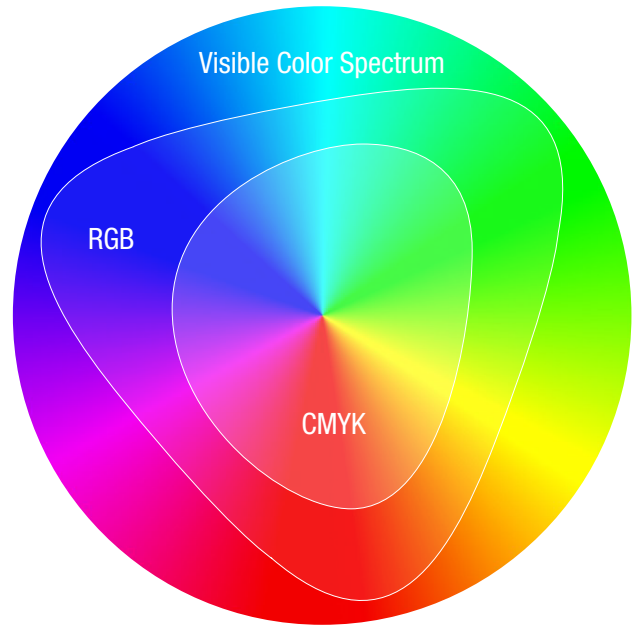
RGB stands for red, green and blue - the primary colors of visible light. RGB is the color space used for television screens and computer monitors. Printing RGB creates problems because the colors will appear different and much less vibrant than what you see on your computer screen.

CMYK stands for cyan, magenta, yellow and black. CMYK is the color space used for commercial printing. These colors are made up of dyes and pigments therefore limiting the range of colors. Often they will appear slightly more muted than they are on your monitor.

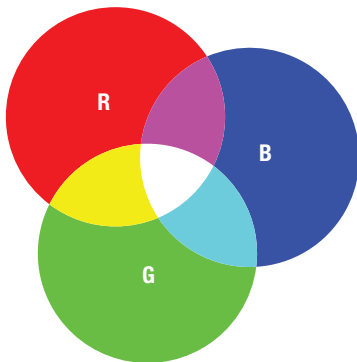
PMS stands for Pantone Matching System® - a standardized color system for identifying colors. You may recognize them as the book of printed colors and samples in a fan format.

Whereas cyan, magenta, and yellow inks are combined in various percentages to produce a specific color (also called a build), a PMS or “spot” color is an existing color with pre-mixed ink. Most Pantone/PMS colors can be converted to CMYK for print or RGB for web use.

COLOR GAMUT

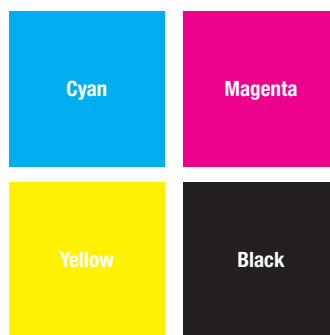


RGB



Digital, Web

CMYK



Print

PMS/Spot



Print, Offset Press

STATE REQUIREMENTS COST DISCLOSURE

Per 18-7-306, MCA, cost disclosures are required to be printed on all publicly distributed printed materials, excluding personalized items such as business cards, letterheads, envelopes, etc.

Cost disclosures must be printed on the exterior cover, the same size type as the body copy of the publication and boxed in a one-point rule. It is a requirement, so if you check “no” on the order form and choose to not print it, you are taking the risk upon your department.

____ copies of this public document were published at an estimated cost of \$_____ per copy, for a total cost of \$_____, which includes \$_____ for printing and \$_____ for distribution.

This document was produced by ____ department and was printed at state expense. Information on the cost of this publication can be obtained by contacting ____ name, phone, email, address.

ADA STATEMENT

An ADA (Americans with Disabilities Act) statement is a disclosure stating how and where to locate alternative, accessible formats on printed materials. Typically an additional PDF, HTML, Word, Text or RTF file is available that can be accessed by everyone, regardless of physical abilities. ADA statements are required under both the employment and public access provisions for documents intended for the public use and may be enforced per agency.

Examples of ADA statements:

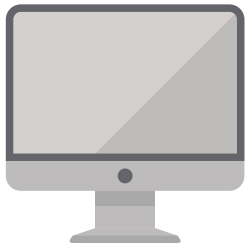
Alternative accessible formats of this document will be provided upon request. Please contact ____ name, phone, email, address, to request this document in a different format.

The ____ office/department/bureau is committed to providing reasonable accommodations to individuals with disabilities. If a disability-related accommodation, an alternate format of a document is needed, or if there are questions concerning accommodations, please contact ____ name, phone, email, address.

The ____ office/department/bureau is committed to providing reasonable accommodations to individuals with disabilities upon request. You may contact ____ at (phone number, address, email) to request an alternate, accessible format of this document.

If you are a person with a disability and require an alternate, accessible format of this document, please contact (phone number, address, email).

DIGITAL / CREATIVE SERVICES



Our pre-press team provides professional graphic design services including: logos, branding, illustrations, photo editing, electronic versions of printed projects and much more.



Our document services team provides scanning services to digitize and electronically store all of your agency's printed records and documents.

DOCUMENT SERVICES

We perform the full start to end process for back file scanning. We provide a smooth and secure transition from paper documents to electronic files. We digitize various types of media into various formats while offering a secure facility to ensure your information stays confidential and protected. Document Services is utilizing Perceptive Content for records storage, but will provide digitized content back to customers in most file types as requested.

Contact information:
MGoodman@mt.gov
2800 Airport Road
(406) 444-1493

GRAPHIC DESIGN

Print & Mail has graphic designers and pre-press technicians on staff who can answer questions about building files, setting up documents, exporting pdfs, packaging adobe files — just about any file prep question you could have. They are constantly sending projects to print and have a very good understanding of how to set up files for print. They may even suggest a better or more efficient way to process your job next time, like adjusting the size to save on paper, or printing on a different size sheet to better fit your content.

The pre-press team are also very talented professionals who can design projects from scratch. If you need design work, big or small, we can help. Some of our more common design projects include books, annual reports, posters, signs, and maps, but we're happy to chat with you about all design needs.

LOGO DESIGN / BRANDING

A big part of our design services is knowing and using all of the different brands and logos within state government. We substitute out higher resolution and correct color versions on a regular basis. Our prepress team looks for branding consistency within agencies/departments.

We also can help you update or create a new logo, including branded items like usage guides, templates, brochures, business cards, stationary, and much more. The final design files are stored in our archives and we provide you a wide variety of file types for all different usages.

PHOTO EDITING / PURCHASING

We house a lot of different assets including photos. If you have a project and need a photo, we can search within your agencies previous orders for images that were already purchased or help you purchase new ones. Print & Mail has access to several different stock photo sites and can purchase one or several photos depending on the project. Typically they cost around \$10 per photo and can be included in your print invoice.

ELECTRONIC VERSIONS

Not everything is print nowadays. We know that and are happy to provide any final print files to you in pdf format for web posting or other digital uses. Just ask for a digital version when you approve your proof.

Our pre-press team can also revamp or adjust your print projects into different formats if you need other assets to go with your print project. We charge \$70/hour for all design services, so if you talk to the pre-press designers or technicians, they can estimate how much extra time it would take to make your print project digital.

AGENCY BRANDING

We suggest CYMK or Pantone colors for print and universal fonts for a starting point. Fonts that are considered universal will display more consistently between different computers, programs and applications (web/print.) We print a lot of items across all agencies in Reflex Blue ink - the dark blue that you see on most state stationary.

Many agencies have brand standards for colors, images and fonts. If your agency has these, we will suggest or use them when we see discrepancies or issues. *(If you don't see your agency on this list and would like to, please email SPM@mt.gov.)*

DEPARTMENT	COLORS	FONTS
Administration	Blue 296C and 7694C	Helvetica
Agriculture	Brown 4625U 100, 50% and blue 541U	Trajan, Goudy
Commerce	See Brand Book	Helvetica Neue
Environmental Equality	Blue 2945C and 2925 C	Gotham
General Services	294C, 370C, 7579C, 7710C, Warm Gray 9C	Helvetica Neue Condensed
Labor & Industry	Blue 541U	ITC Franklin Gothic
Fish, Wildlife & Parks	Online Brand Library	Gotham Narrow
Justice	Depends on division	Copperplate, Cambria
Office of Public Instruction	Red 1797U / RGB 193 9 48, black, white	Myriad
State Fund	Blue 285U and 287U	Rubik
Secretary of State	Blue 295C and gold 872C	Garamond
Transportation	CMYK blue 100 45 0 37 and gray 52 43 43 8	Franklin Gothic

PROCUREMENT



EXTERNAL PRINTING

We will help coordinate with an external printer for jobs that we cannot print or produce in house.



PROMOTIONAL ITEMS

The sky is the limit for promotional items, but we can help you find the right product for the best price.



CONTRACTS & BIDS

Our purchasing team will assist you by setting up contracts and competitive bids for all print projects.



MANAGED PRINT

Lease or purchase a Multi-Function Device for your agency's office.

If you work for the State of Montana, you are required by MCA 18-7-101 to use State Print & Mail's services. This includes all printing and the procurement of printing-related purchases. P&M can print a lot of things in house, but for higher volumes and more complicated jobs, we often use external vendors who can produce the project at a better price or within a certain timeframe.

Our most common external jobs are projects with custom elements (colors, folds, embossing), promotional items / swag (souvenirs, wearables, gifts) and larger sheet sizes that won't fit on our copiers. We have a list of reputable vendors who can produce any and all of your print needs, but our purchasing team is on staff to help guarantee prices, timelines and quality. State Print & Mail charges a 8.8% cost recovery rate (with a \$800 capped limit) on all purchasing related services or a 20% markup on material purchases. These fees are to recover costs related to product research and availability, providing recommendations based on project needs, and contract management.

PURCHASING

In order to scope your print project accurately, there are several things that we need to know:

- Quantity - can be a range or multiple quantities (250, 500, 1000)
- Budget - if known can be a range or approximate
- Potential options of interest - paper types, sizes, binding styles, etc.
- Date needed by - can be a factor in how/where the job is printed

Once you work with our team to get the specifications, the vendor(s) will supply an estimate and the project can proceed to print once you approve the estimate. Depending on the project, P&M's pre-press team may setup your files and provide proofs, or the vendor may supply digital or hard copy proofs. Print & Mail pays the vendor and then your agency will receive an invoice from Print & Mail. ***Please do not pay a vendor / contractor directly.***

UNDER / OVER \$5000

For all print projects, no matter the price, you need to order through State Print & Mail. MCA 18-7-101

For any projects totaling under \$5000, you need to order through Print & Mail per statute. As the printing subject matter experts, we can suggest items or vendors depending on your project. Feel free to send us a link of the item(s) you are interested in or let us know if you've used a particular vendor before. We can then do research and a competitive analysis to find you the best product / price.

For projects totaling over \$5000, there is a required competitive bid process. Print & Mail will solicit at least three bids to ensure the best price amongst other factors. This covers one time purchases, sole source items - anything from special paper stock to promotional items, signage to large runs of printing.

BID SPECIFICATIONS & CONTRACTS

If your project will span or need to be repeated over the course of several years, Print & Mail will help you secure a contract. For new contracts our procurement team will ask questions about the print project, and for contract renewals they will address any changes from year to year. Typically we need 1 - 2 months to set up a new contract and you will see an email about 2 months prior to the renewal date on renewals. It's our goal to make sure you're happy with the end product and that if you have any questions along the way, we can answer them. If things don't go according to plan, please let us know and we will work with the vendor / contractor to resolve any issues. For any projects over \$50,000, Print & Mail will loop in and work in conjunction with State Procurement to set up and handle the contract.

RFI / RFP

Request for Information

Request sent to potential vendors looking for information, services, quotes, options about a product.

Request for Proposal

Request sent to potential vendors about a specific project to decide which vendor will receive the print contract.

MANAGED PRINT PROGRAM

(formerly known as the Copier Pool)

SPM has contracted with 360 Office Solutions to provide on-site assessments for your current and future office printing needs, helping to reduce your copier footprint, increase efficiency while reducing costs. Through the managed print program, you will have access to a large variety of Kyocera multi-function devices with endless configuration options. Service and maintenance are included with your purchase or lease options at very competitive rates. This program is available to all state agencies and serviced throughout the entire State of Montana.

CONTACT INFORMATION:

Ryan Betcher
rbetcher@mt.gov
(406) 444-1833

BINDERY / FINISHING



FOAM CORE MOUNTING



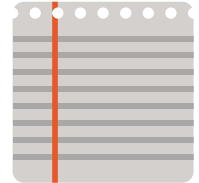
BOOK BINDING



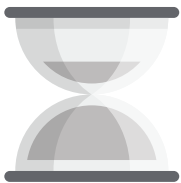
BINDERS



FOLDING



PADDING / FANAPART



HAND TIME



LAMINATING / UV COATING



INSERTING



COLLATING



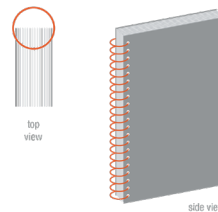
TABBING

BOOK BINDING

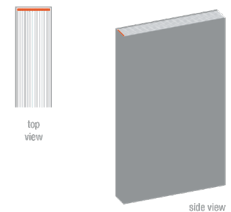
There are several different book binding options. Some are better suited to certain page quantities. Talk to our customer service team when ordering to figure out which style will work best for your project.

We offer spiral, perfect, saddle and tape bound in house. There are other options like side stitch and comb binding that are available through external vendors.

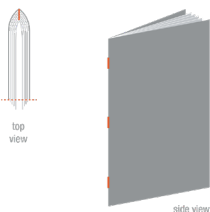
SPIRAL BOUND



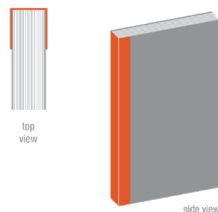
PERFECT BOUND



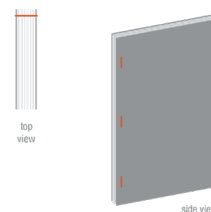
SADDLE-STITCH



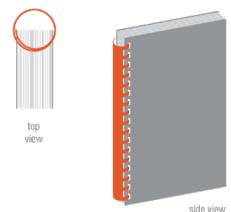
TAPE BOUND



SIDE-STITCH



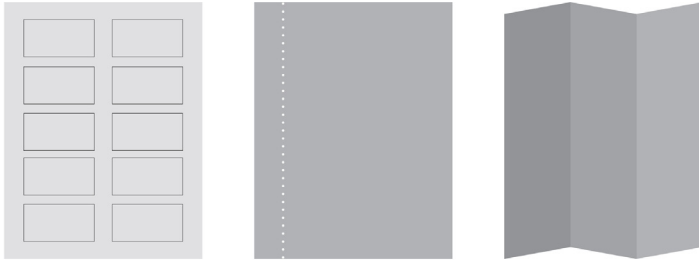
COMB BOUND



CUT, PERFORATE, FOLD, COLLATE

90% of the print items that are produced in house at Print & Mail require cutting, collating and/or folding.

ie) business cards are cut 10 out of a sheet, coupon books are perforated for tear off, brochures are folded.



Collating can happen on several of our printers, but is also sometimes done by hand in bindery depending on the project.

LAMINATE / UV COATING

We can laminate up to 11x17 in house. Anything larger can be done by an external vendor.

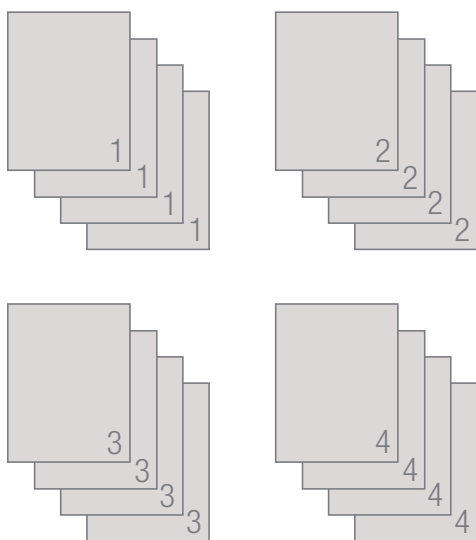
UV coating is a very quick way to make your print project more durable. A liquid coat is applied to a certain section of the printed items and then cured by a light. It's used often for ID badges and other items that will have wear and tear when used.

FOAM CORE MOUNTING

We can foam core mount up to 4ft by 8ft. Anything larger can be done by an external vendor. Our standard and suggested poster size is 24x36 inches. This is considered a large presentation board and works great of things like conference materials.

For most of our foam core projects, the printing happens on our wide format printer on a heavy, bright, white, gloss stock. If it's a smaller project under 18x12" there are many more paper options available.

UNCOLLATED



COLLATED

