STATE OF S.C. PRINTING SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made a part of all Printing Procurement by reference.
MARK THE BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE. □ SEE ATTACHED SPECIFICATIONS.

VENDOR ___________________ AUTHORIZED SIGNATURE ___________________

DESCRIPTION: View Book 2020 - Envelopes ORANGE: Francis Marion University

AGENCY CONTACT: Katherine Barnette PHONE NUMBER: 843.661.1224

QUANTITY (per issue): ___________ ISSUES (per year):__________ FLAT SIZE: 9x12 Catalog FOLDED SIZE:__________

PAGES: ___________ ☐ PLUS COVER ☐ SELF COVER ☐ OTHER: ______

STOCK: Text: ___________ ORANGE: ___________ OTHER: ______

Cover: ___________ ORANGE: ___________ OTHER: ______

INK: Text - ☐ 1 Color ☐ 2 Color ☐ 3 Color ☐ 4 Color Process ☐ 5 Color ☐ 6 Color ☐ Other: ______ ☐ Bleeds (No. _____)

Covers 1 & 4 - (Front & Back) ☐ 1 Color ☐ 2 Color ☐ 3 Color ☐ 4 Color Process ☐ 5 Color ☐ 6 Color ☐ Other: ______ ☐ Bleeds (No. _____)

Covers 2 & 3 - (Inside front Inside Back) ☐ 1 Color ☐ 2 Color ☐ 3 Color ☐ 4 Color Process ☐ 5 Color ☐ 6 Color ☐ Other: ______ ☐ Bleeds (No. _____)

MECHANICAL: Composition and Layout provided by - ☐ Printer ☐ Agency ☐ Camera Ready ☐ Negatives Furnished ☐ Other: ______

MEDIA: Electronic Transmission - ☐ Modem ☐ E-mail ☐ Other: ______

Media Format - ☐ IBM Comp. ☐ Macintosh ☐ Other: ______ ☐ File Copied to Media ☐ File Printed to Media

Media Type: ☐ 3.5” Floppy ☐ 44/88/200/270 Syquest ☐ EZ 135 Syquest ☐ 3.5” Magneto Optical ☐ 5.25” Magneto Optical ☐ 5.25” Compact Disk ☐ Iomega ZIP ☐ Iomega Jazz ☐ Other: ______

Layout Program - ☐ Quark Express (Vers. #_____ ) ☐ PageMaker (Vers. #_____ ) ☐ Other: InDesign CC ☐ Other: ______

Graphics Program - ☐ Illustrator (Vers. # CC) ☐ Freehand (Vers. #_____ ) ☐ PhotoShop (Vers. #_____ ) ☐ Other: ______

Typefaces provided by - ☐ Vendor ☐ ORANGE: ☐ Agency ☐ Typeface Brand: __________________ Fonts used: __________________

Color Separating by - ☐ Vendor ☐ ORANGE: ☐ Agency Color Trapping by - ☐ Vendor ☐ ORANGE: ☐ Agency

PRINTER: ☐ PostScript ☐ PCL ☐ Other: ______

Imaging Resolution Required - ☐ 600 dpi ☐ 1200 dpi ☐ 2400 dpi ☐ Other: ______

B&W SCANS: Line Screen Required: __________________ Scan Resolution Required: __________________ Size: _____ (No. ) Size: _____ (No. )

FOUR-COLOR SCANS/ Line Screen Required: __________________ Scan Resolution Required: __________________

SEPARATIONS: __________________

Provided by: ☐ Printer ☐ ORANGE: ☐ Agency ☐ Min. size(No. ) ☐ ½ Page (No. ) ☐ Full Page (No. )

Agency will provide ☐ Transparency ☐ Print ☐ Art ☐ Other: __________________

Type of proof: ☐ Match Print ☐ Dye Sublimation ☐ Other __________________

PROOFS: ☐ Laser (Sets ____ ) ☐ Page (Sets ____ ) ☐ BlueLine (Sets ____ ) ☐ Other Digital ☐ Other ______

FOLDING: ☐ Yes ☐ No ☐ Type SPECIAL APPLICATIONS: ☐ Die Cut ☐ Scoring ☐ Perforations (No______)

BINDING: ☐ Saddle Stitch ☐ Perfect Bind ☐ Side Staple ☐ 3 Hole Drill ☐ Collated ☐ Plastic Bind (Color ______) ☐ Wire Bind ☐ Other ______

PACKAGING: ☐ Boxed per box ☐ Wrapped _____ per pkg. ☐ Shrink Wrapped 50 per pkg. ☐ Other ______

COPY READY DATE: ______ DELIVERY DATE REQUIRED: ______

☐ Inside Delivery

☐ ALL COPY, PROOFS,ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT
COST SCHEDULE
Printing Specifications

Total Cost For Job/Issue $ ________________

Delivery Date ____________________________

Vendor ________________________________  Authorized Signature ____________________________

Optional costs will be used to adjust the cost for changes to specifications. All items marked must be filled out or bid may be rejected for being non-responsive.

☐ Cost per ______ for additional quantities at pressrun $ ________________

☐ Cost per ______ for less quantities at pressrun $ ________________

☐ Cost per reprint in lots of ______ within one year of award $ ________________

Cost per signature to:
☐ Add 2 page signature $ ________________  ☐ Delete 2 page signature $ ________________

Cost per signature to:
☐ Add 4 page signature $ ________________  ☐ Delete 4 page signature $ ________________

Cost per signature to:
☐ Add 8 page signature $ ________________  ☐ Delete 8 page signature $ ________________

Cost per signature to:
☐ Add 16 page signature $ ________________  ☐ Delete 16 page signature $ ________________

☐ Cost per page for negative and re-stripping $ ________________

☐ Cost for customer alteration:
☐ Laser Proof $ ________________  Page/Blueline (per line) $ ________________

☐ Cost per B&W Scan:
☐ Minimum $ ________________  Half Page $ ________________  Full Page $ ________________

☐ Cost per duotone:
☐ Minimum $ ________________  Half Page $ ________________  Full-Page $ ________________

☐ Cost per color separation:
☐ Minimum $ ________________  Half-Page $ ________________  Full-Page $ ________________

Additional Information: