The S.C. Government Printing Services Manual (9-28-05) shall be made a part of all Printing Procurements by reference. MARK THE BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE. □ SEE ATTACHED SPECIFICATIONS.

VENDOR _______________________________ AUTHORIZED SIGNATURE _______________________________________

DESCRIPTION: ______________________________ AGENCY: __________________________________________________

QUANTITY (per issue): _____________ ISSUES (per year): ________ FLAT SIZE: ____________ FOLDED SIZE: __________
PAGES: ___________ □ PLUS COVER □ SELF COVER □ OTHER: _______________________________

STOCK: Text: ______________________________ Other: ________________________________________________

INK: □ 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 - □ FTP □ E-mail □ Other: ______________________________

Media Format - □ IBM Comp. □ Macintosh □ Other: ______________ □ File Copied to Media □ File Printed to Media

Media Type - □ 3.5" Floppy □ 5.25" Compact Disk □ Iomega ZIP □ Other: ______________________________

Layout Program - □ Quark Express (Vers. # ______) □ PageMaker (Vers. # ______) □ In Design (Vers. # ______)

□ Other: ______________________________

Graphics Program - □ Illustrator (Vers. # ______) □ Freehand (Vers. # ______) □ PhotoShop (Vers. # ______) □ Other: ______________________________

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

Color Separating by - □ Vendor □ Agency □ Color Trapping by - □ Vendor □ Agency

PRINTING: □ PostScript □ 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/ SEPARATIONS: Line Screen Required: ______ Scan Resolution Required: ______

Provided by: □ Printer □ Agency □ Min. Size (No.____) □ ½ Page (No.____) □ Full Page (No.____)

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

Type of Proof: □ Match Print □ High Resolution Contract Color Proof □ Other __________________

PROOFS: □ Laser (Sets____) □ Page (Sets____) □ BlueLine (Sets____) □ Color Imposition (Sets____)

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 _____ per pkg.

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 KNOWLEDGABLE AND CAPABLE OF DISCUSSING THE CONTRACT. 1-98