



SECTION: GA
TOPIC: FORMS 01
GENERAL
DECEMBER, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: FORMS -- MANAGEMENT PROGRAM

The Dane County Forms Management Program has been designed to assist Dane County departments in the development and procurement of forms. The objective of the program is to:

- Establish written procedures for the development and procurement of forms.
- Establish a uniform numbering system for all forms.
- Establish uniform design standards for all forms.
- Establish and maintain an historical and a functional file of all Dane County forms.

The methods employed to accomplish these objectives are described in four major sections within the "Forms Management" section of the Administrative Practices Manual.

- The printing terminology used throughout the manual is explained in Narrative Number 01.
- The "Fast Copy Service" section describes when and how to order small quantities of forms.
- The "Production Printing Service" section describes how to obtain proofs and large orders of forms. A detailed form procurement procedure explaining the proof approval form and the revised production printing requisition is also included.
- The Dane County "Form Number System" is described. Under this system, each department will be provided with periodic lists of their assigned forms.

A variety of forms such as continuous forms, checks or carbon packs, are obtained from outside vendors through the Purchasing Division. Such orders should be placed only when the Printing and Services Division cannot produce the form.

Questions concerning the Forms Management Program should be directed to the Department of Administration, Printing and Services Division.



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<u>TERM</u>	<u>EXPLANATION</u>
Art/Layout	Specifies when manual layout is done to provide camera ready copy.
Bookletmaker	Collating of individual sheets into sets and bound with staples along centerfold. (22 sheets maximum)
Camera ready copy	Exact copy of the form to be reproduced.
Carbonless paper	Paper used to create multi-copy form set, two to six copies per set.
Collate	Process of assembling pages to form sets or booklets.
Color washup	Each time colored ink is requested a color washup is required. Black ink is standard and does not require a washup charge.
Composing	Creation or revisions of a form using the desk-top publishing equipment to provide a camera ready copy.
Cutting	Specify complexity of the cutting required on printed material.
Duplex	Indicates originals should be printed two sided.
Fast Copy	Printing service of 10 to 1,000 copies per original.
Folding	Includes letterfold, single fold, and Z-fold per single sheet of paper.
Form	Any printed material, card or envelope reproduced regularly.
Collate & Marry	Process of assembling printed material either manually or on automated equipment.
Impressions	Each reproduction/copy on a single sheet of paper is an impression. (2 originals X 500 copies = 1000 billable impressions.)
Padding	Process of gluing loose sheets or carbonless paper with padding compound. Chipboard backing is included.
Perforating	To make slits in paper to create tear strength.
Press set-up	Each original requires a press set- up.



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Production Printing	Printing service of 500 or more copies per original. Fewer copies may be requested if form is envelope, carbonless or special paper.
Proof	A trial print created on the desktop publishing equipment as an exact copy for department's approval.
Punch/Plastic Bind	Hole punching and binding together with plastic binder.

END OF NARRATIVE