



SECTION: GA
TOPIC: FORMS 03
PRODUCTION
DECEMBER, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: FORMS MANAGEMENT PROGRAM - PRODUCTION PRINTING SERVICE

The Production Printing Service produces a wide variety of forms for Dane County and City of Madison departments. Large quantities of cards, envelopes, letterhead, and carbonless forms are produced.

Requesting departments may prepare "camera ready" originals to be reproduced or may request composition of a form by the Typographic Composer in the Printing and Services Division. A signed Production Printing requisition (014-1-15) is required to begin a printing project.

If typesetting or layout is required, the Typographic Composer will prepare a proof of the project. The proof and a Proof Approval are returned to the customer for review.

The Printing and Services Division assigns all numbers and reviews the forms for satisfaction of design standards.

END OF NARRATIVE



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1. Production printing requisitions are for 1,000 or more copies per original. Fewer copies may be ordered if the form is a carbonless form, envelope or index cards.
2. The customer initiates all Production Printing requisitions.
3. The customer can provide camera-ready originals to be reproduced or can request composition of the form by the Typographic Composer in the Printing and Services Division.
4. A proof of the composed form with a Proof Approval form will be sent to the customer for approval.
5. Production Printing requisitions are completed in accordance with the "Production Printing Service-Procedure". Incomplete requisitions will be returned to the customer.
6. Advance scheduling, or nonstandard supplies and services may be arranged by telephone or in person to the Printing and Services Division.
7. The Production Printing requisitions can be obtained from the Printing and Services Division.

END OF POLICY



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Forms Needed:

Printing Requisition 014-1-15(4/89)

Proof Approval 014-2-15(2/80)

RESPONSIBILITY

ACTION

Requesting Department

1. Completes Printing Requisition (example A & B)

2. Retain pink copy of the Printing Requisition.

Printing and Services

3. Numbers the requisition and enter data into computer

4. Sorts and batches requisitions such as: composing, cards, envelopes, colored ink, etc.

5. Schedules requisition per the "Date Required."

6. If composing is required, a proof is prepared and sent with a white and yellow copy of the Proof Approval form to the customer.

Requesting Department

7. Completes "Proof Approval" items 6-8. Enters on form:

a)6. Proof approved/Except as noted/Disapproved

b)7. No change/Make changes

c)8. Comments - Description of Changes

8. Sends white copy of Proof Approval and proof to Printing and Services

Printing and Services

9. If proof is not approved, repeat preceding step 6.

10. Produces requested number of copies.

11. Completes billing section, operator initials, and date completed.

12. Files white copy and sends yellow copy of printing requisition to the Controllers office.



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RESPONSIBILITY

ACTION

Printing and Services

13. Places completed order on shelves for pick-up by customer or delivery by Printing and Services personnel.
14. Sends itemization for Production Printing billing to department on a monthly basis.

END OF PROCEDURE