

## **Printing and Imaging/Production Services**

*Programs offer wide range of communication and design assistance*

[Printing and Imaging](#) provides a broad range of print, communication and design services to state, local and tribal government, and qualified non-profit organizations.

### **Services**

#### **Consulting and competitive bidding**

Whether it's done in-house or sent to an outside vendor, expert print buyers at Printing and Imaging help customers develop economical product specifications and manage the competitive bidding process to find the best price for the highest quality job. Print buyers provide guidance to ensure deadlines and quality expectations, as well as the most cost-effective mailing regulations, are met.



#### **Prepress services**

Printing and Imaging transforms electronic files into a print ready format for digital printing or printing plates for offset printing.

#### **Traditional offset printing**

- **Small presses** - Used for small format and shorter run work such as letterhead, envelopes, flyers, brochures and note-cards in one or more colors.
- **Large presses** - Used for multi- and full-color printing on products such as brochures, posters, flyers, maps, newsletters, forms, booklets and reports.

#### **Variable-data printing/Copy Center Printing**

Printing and Imaging and Production Services both use this digital printing process that places unique, personal information on each document. Statements, invoices, customized letters, and targeted information materials are types of variable-data printing.

Copy Center printing provides multiple copies of static, or non-variable, information.

#### **Envelope manufacturing/printing**

Printing and Imaging maintains specialized equipment and expertise to produce a variety of envelopes. Agencies are encouraged to use the state standard envelopes, however special envelopes can be manufactured.

#### **Binding, finishing, inkjet/inserting and mailing services**

Bindery at Printing and Imaging offers a variety of finishing options such as cutting, folding, collating, padding, and stapling. Numbering, perforating, or scoring can also be provided.

Complete mailing and distribution services, including distribution list cleansing, boxing and shrink-wrapping, are provided to reduce postage, shipping and handling costs.

**Handling sensitive, government materials**

- Printing and Imaging's and Production Services secure facilities ensure that titles, certificates, transactional and confidential materials with sensitive information, such as Social Security numbers, medical information or personally identifiable information are protected.
- Each year, Printing and Imaging prints and distributes W2 forms to state and higher education employees.
- Printing and Imaging coordinates printing and distribution of the state voter's pamphlets for elections.

**Highest quality service at the lowest cost**

- Printing and Imaging and Production Services are not profit oriented. The programs exist to serve state, local, and tribal governments, and qualified non-profit organizations.
- Printing and Imaging standardized envelopes to nine types from 400 different styles. The departments of Employment Security and Labor and Industries realized a combined savings of \$137,000 after converting to the standardized styles.
- A Printing and Imaging project team evaluated numerous Department of Licensing projects under contract with an outside vendor and saved the state \$360,000 by bringing the work back to the state.

Visit [www.des.wa.gov](http://www.des.wa.gov), or call (360) 664-4343 for more information.

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