DTMB PRINTING SERVICES

Rapid Copy Customer Guide

DTMB
Technology, Management & Budget

7/12

ABOUT THE GUIDE

This guide was created as an informational tool regarding DTMB Rapid Copy Services available for all State of Michigan agencies. We hope you find this guide beneficial for all of your copying needs.

We would appreciate your assistance in passing along this information to other office staff and divisions. If you have any suggestions or comments concerning this guide or our website information, please call (517) 322-1889.

WHY CHOOSE RAPID COPY?

Though office copiers and laser printers play a major role in your copying needs, Rapid Copy is designed to provide you with faster turnaround and more options than those available with office copiers and laser printers and at a lower cost to your agency.

Recent studies have shown the average cost per copy for convenience copiers and laser printers ranges from $0.07 to $0.10 depending on the amount of print coverage, the paper cost and the wage of the operator.

Utilizing the services within Rapid Copy allows you more time to perform your regular tasks, while offering a more cost-effective print option for your agency.

WELCOME TO RAPID COPY SERVICES

INTRODUCTION

Printing Services continues to invest in new digital technology to meet state agency print and copying needs at the most competitive prices.

It provides “One-Stop” copying services at its location in the General Services Building. You can choose from a wide variety of paper stocks and binding options to customize your documents.

In addition to our copy center location, Rapid Copy has 15 convenient pick-up and drop-off locations throughout the Lansing area. See page 8 for these locations.

Utilize our online print order system! From your desk to ours in a matter of seconds! Check out our secure intranet site at http://dtmbintranet/DTMBOnlinePrint.

Rapid Copy has the capability to output your electronic files. Files can be submitted in most standard office programs, such as Microsoft Word, Excel, Powerpoint and Acrobat PDFs.

Our helpful staff will make every effort to provide our agency customers the highest quality services.

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KEY CONTACTS

DTMB Printing Services
Phone (517) 322-1889
Fax (517) 322-5968

Steve Hodgman, Online Order Processing 322-6561

Tom Cooley, Production Supervisor 322-5487

William Banks, Floor Supervisor 322-1161

Kristen Hampton, Manager, Printing Services 322-5488

Mark Miller, Printing Consultant 322-6455

Rex Waltersdorf, Printing Consultant 322-5889

Kristin Bergan, Billing & Internal Printing Consultant 322-1570

Jerry Monroe, Estimating & Internal
Printing Consultant 636-0297

DIGITAL PRINTING STAFF

Tom Cooley, Production Supervisor 322-5487
William Banks, Floor Supervisor 322-1161

Steve Hodgman, Online Order Processing 322-6561
Arnie Castillo 322-6561
Tina Luna-Powell 322-6561
Todd Martin 322-6561

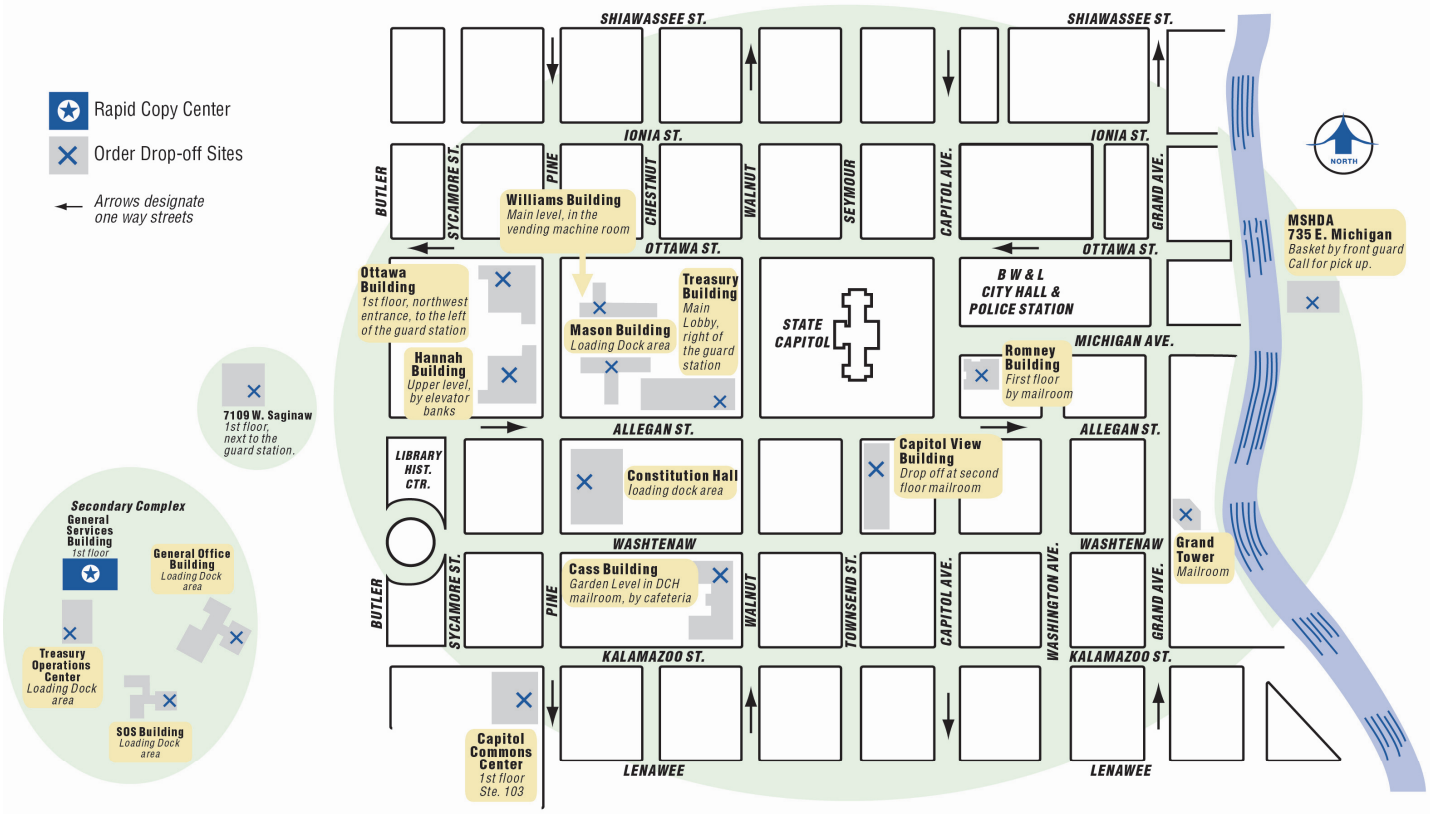
Rapid Copy Pick-up & Drop-off Locations

RAPID COPY ORDER PICK-UP/DROP-OFF LOCATIONS

Providing Excellence and Value to Satisfy Your Digital Printing & Copying Needs

Main Number: 517-322-1889
Production Supervisor, Tom Cooley: 517-322-5487
Floor Supervisor, William Banks: 517-322-1161

DTMB Technology, Management & Budget



For Rapid Copy Online Ordering visit us at: http://dtmbintranet/DTMBOnlinePrint

Rev. 02/25/13

PRICE LIST

Rev date – October 1, 2012

Digital Printing

8-½ x 11

$0.054 cost per image

Price includes all bindery completed in-line. Examples include thermal binding, saddlestitching, stapling, GBC bind, and collating. Paper is an additional charge.

How to Order

HOW TO ORDER

Rapid Copy Order forms are available at no charge by calling (517) 322-1889.

RAPID COPY

Use Form DTMB-0551, Rapid Copy Order

- 1 - 2500 copies
- Any number of originals
- Paper Sizes: 8-½ x 11; 8-½ x 14; 11 x 17
- Services:
  - **Bindery:**
    - Collating
    - Stapling
    - Punching
    - Cutting
    - Folding
    - Xerox Binding - GBC Binding - Fastback Binding
    - Saddle Stitching.

  - **Additional Services**
    - Special Paper stocks
    - Color Copying
    - Page Numbering
    - Tab Printing and insertion
    - Preprinted Stock insertion
    - Set Labeling
    - Document Scanning.

Utilize Our On-line Printing Site

From your internet browser, go to: http://dtmbintranet/DTMBOnlinePrint

ORDER PROCESSING

- **Meeting your deadline**
  - Printing Services has three high-speed black/white production printers and one full-color production printer. As a result, our staff is able to meet your timeframes – despite how tight they may be.
  - Our courier will pickup and deliver your project to your desk – at no charge to you!

- **Cost estimates**

  There are a few options to obtain a cost estimate:
  - Phone DTMB Printing Services at (517) 322-1889.
  - Email Jerry Monroe, estimator, at monroej1@michigan.gov

ORDER PROCESSING HINTS

- **Due dates**
  Please allow for print time in your project planning. Most rapid copy orders will be completed in 1 to 2 work days, depending on the size of the order, due dates and other customer obligations.

- **Completing a Rapid Copy form**
  - Fill out order completely to avoid callbacks or errors.
  - Please provide a *date and time* in the due date box. Please do not put “ASAP” in the due date box. “ASAP” orders are processed upon completion of orders that have this information noted on the order.

- **ID Mail**
  If you would like your order returned through the State of Michigan’s ID Mail service, please allow 3 work days from completion to arrival at your department mailroom.

- **Job set-up:**
  - **Requesting 2-sided printing with 1-sided originals.**
    Place a blank sheet behind desired 1-sided pages.
  - **Tabs**
    Tab templates are available upon request.

RAPID COPY SERVICES

RAPID COPY SERVICES

Rapid Copy offers a variety of services that allow you to customize your documents.

COPYING

- High Speed Digital Black & White Copying and Printing
- Color Copying
- Page Numbering
- Tab Printing and insertion
- Special Paper stocks
- Preprinted Stock insertion
- Set Labeling

BINDERY

- Collating
- Stapling
- Punching
- Folding – 11x17 max sheet
- Xerox Binding – Tape Binding 125 sheets max.
- GBC Binding – Plastic Comb bind
- Fastback Binding – Tape Bind 300 sheets max.
- Saddle Stitching
- Cutting

RAPID COPY SERVICES cont'd

ELECTRONIC FILES

Rapid Copy is able to accept and print most electronic file formats. If you have any questions concerning the submission of electronic files, please contact 517-322-6561.

SCANNING

Rapid Copy can scan your hard-copy documents to a TIF or PDF format and return them to you via E-mail.

ONLINE PRINT ORDER SYSTEM

Order your print online at:
http://dtmbintranet/DTMBOnlinePrint

COLOR COPYING

COLOR COPYING

Color copying is an effective way to add emphasis and brilliance to your documents.

Bindery: Collating, stapling, punching, cutting, folding, thermal binding, GBC binding, saddlestitching, fastback tape binding, custom page insertion.
Paper Sizes: 8 ½ x 11; 8 ½ x 14; 11 x 17

- Use Rapid Copy Order Form, DtMB-0551
- Any number of originals
- Paper Sizes: 8 ½ x 11 – 8 ½ x 14 – 11 x 17

Tip: White paper is recommended for color copying. Any paper color other than white will change the color tone of your copies.

Paper Stocks and Options

COMMONLY REQUESTED PAPER STOCKS

In Stock Items

8 ½ x 11 20# Colors	8 ½ x14 11 x 17 20#	8 ½ x 11 65# and 110# cover stock
White	White	White
Blue		Blue
Yellow		Yellow
Pink		Green
Green		
Ivory		

All the above papers are smooth finish stocks.

OTHER PAPER OPTIONS

Tab Stock (5 Position). Sold in sets of 5 only

White Plain
Blue Plain
White Mylar

Perforated Stock

White - 8 ½ x 11

Transparencies

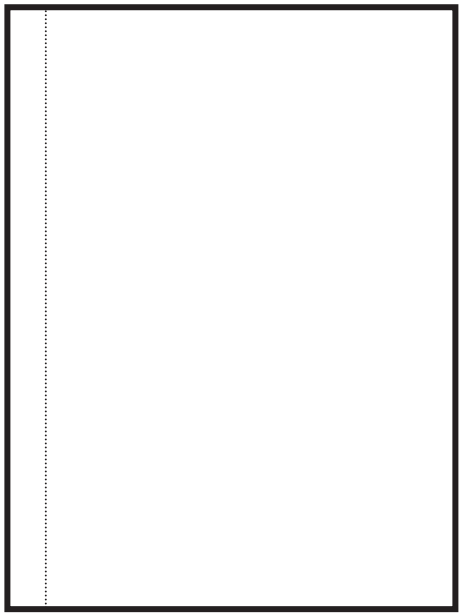
Clear 8 ½ x 11

Other special stocks are available upon request. Please allow adequate time for stock order and delivery processing. Contact a Printing Consultant at 517-322-1889 or you can also view common paper swatches available at Printing Services at **http://www.michigan.gov/dmb/0,1607,7-150-9141_24336---,00.html**

PERFORATED PAPER

8 ½ x 11 perforated paper is used in documents where a removable form is desired. The micro perforation is located ½ inch from the 11 inch edge.

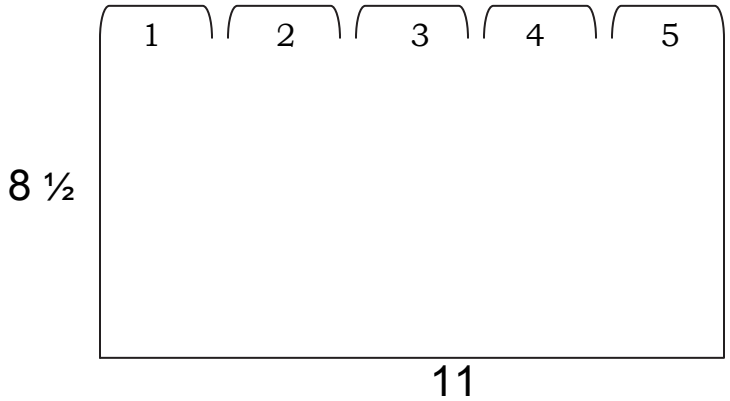
- Detached sheet size: 8 x 11



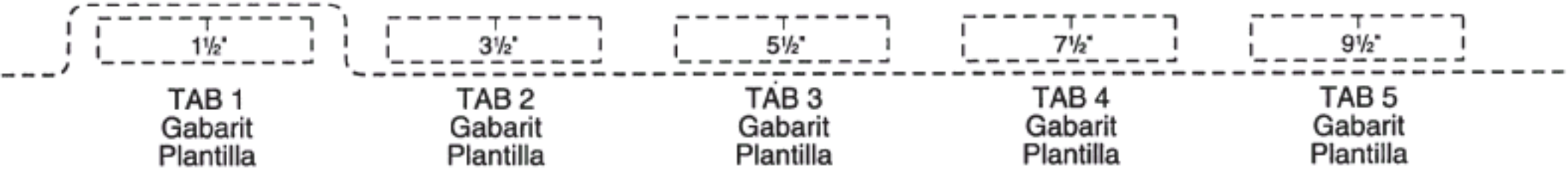
TABS

Tab Colors: White or Blue
Tab Types: Plain or White Mylar (Mylar is on tab area only)

Standard 5 position Tab view



- Tab templates are available upon request.
- Each tab position must be a unique original.



Tab Printing Template Set-Up:

These instructions are appropriate for any system/device (typewriter or PC) that will be used to generate the master templates.
A master template must be made for each tab position. The end product will be a set of templates, the number of templates will correspond to the number of desired tab positions.
Use the following dimensions for best results:

The vertical position on the tab (measured from the top of the landscape edge for each master template) can vary in distance, depending on the font size used.

For best image quality it is recommended to maintain a distance of 1/4" from the top of the landscape edge and the maximum text space per tab is 1 1/2".

tab position 1 for template 1 is centered 1½" from the edge of your template sheet
tab position 2 for template 2 is centered 3½" from the edge of your template sheet
tab position 3 for template 3 is centered 5½" from the edge of your template sheet
tab position 4 for template 4 is centered 7½" from the edge of your template sheet
tab position 5 for template 5 is centered 9½" from the edge of your template sheet

Configuration Du Gabarit Pour L'Impression Sur Des Intercalaires:

Ces instructions s'appliquent à tous les systèmes ou dispositifs (machine à écrire ou ordinateur personnel) utilisés pour générer des gabarits.
Faites un gabarit principal pour chaque position d'onglet. Le produit final sera un jeu de gabarits dont le nombre correspondra au nombre de positions voulues.
Respectez les dimensions suivantes pour obtenir les meilleurs résultats:

La position verticale du gabarit (mesurée depuis le haut du bord horizontal de chaque gabarit) peut varier selon la taille des polices utilisées.

Pour obtenir la meilleure qualité d'image, il est recommandé de garder une distance de 1/4 de pouce à partir du haut du bord horizontal et l'espace de texte maximum par onglet doit être de 1 1/2 pouce.

Centrez la position de l'onglet 1 pour le gabarit 1 à 1½ pouce à partir du bord de la feuille de gabarit
Centrez la position de l'onglet 2 pour le gabarit 2 à 3½ pouce à partir du bord de la feuille de gabarit
Centrez la position de l'onglet 3 pour le gabarit 3 à 5½ pouce à partir du bord de la feuille de gabarit
Centrez la position de l'onglet 4 pour le gabarit 4 à 7½ pouce à partir du bord de la feuille de gabarit
Centrez la position de l'onglet 5 pour le gabarit 5 à 9½ pouce à partir du bord de la feuille de gabarit

Programación Para La Impresión De Una Plantilla De Lengüeta:

Estas instrucciones son adecuadas para cualquier sistema/dispositivo (máquina de escribir o PC) que se use para generar plantillas maestras.
Para cada posición de lengüetas se debe hacer una plantilla. El producto final será un juego de plantillas, el número de plantillas corresponderá al número de posiciones de lengüeta que se desee tener.
Use las siguientes dimensiones para mejores resultados:

La posición vertical en la lengüeta (medida desde la parte superior del borde horizontal de cada plantilla maestra) puede variar en distancia, dependiendo del tamaño de font utilizado.

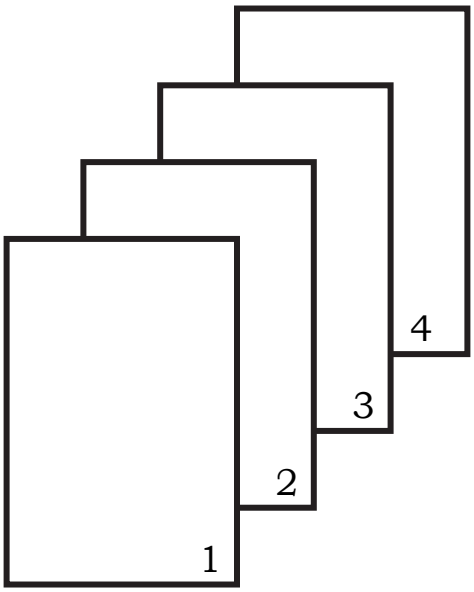
Para mejor calidad de imagen, se recomienda mantener una distancia de 1/4 de pulgada desde la parte superior del borde horizontal y el máximo espacio de texto por lengüeta es 1 1/2 pulgadas.

Posición de lengüeta 1 para la plantilla 1 es centrada 1½ pulg. del borde de su hoja de plantilla
Posición de lengüeta 2 para la plantilla 2 es centrada 3½ pulg. del borde de su hoja de plantilla
Posición de lengüeta 3 para la plantilla 3 es centrada 5½ pulg. del borde de su hoja de plantilla
Posición de lengüeta 4 para la plantilla 4 es centrada 7½ pulg. del borde de su hoja de plantilla
Posición de lengüeta 5 para la plantilla 5 es centrada 9½ pulg. del borde de su hoja de plantilla

FINISHING/ BINDING OPTIONS

COLLATING

Assembling your documents in the correct order.

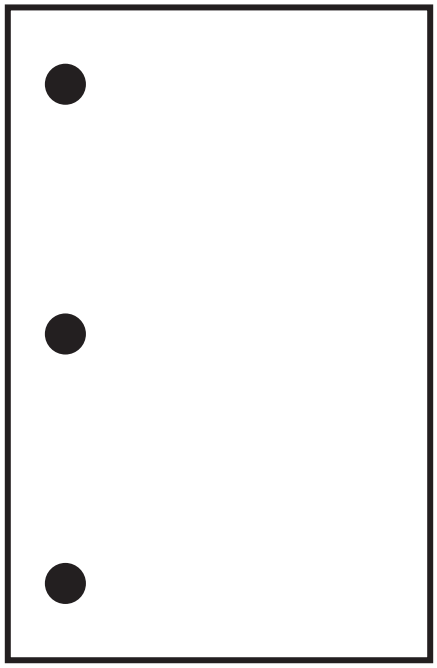


PUNCHING

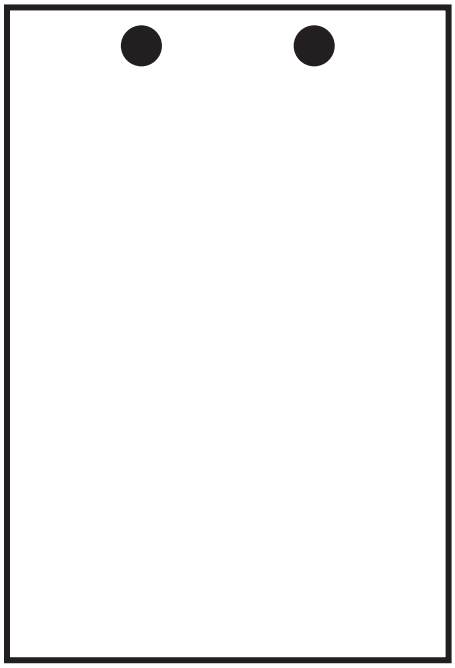
Rapid Copy can punch your document in various locations.

- Standard Punch Diameter is 5/16 inch

3 Hole



2 Hole



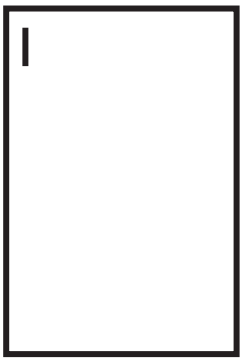
STAPLING

Rapid Copy can staple your document in various locations.

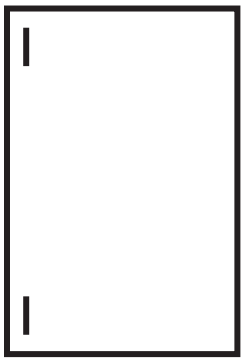
- **In-line**
  Corner Staple (1 staple)
  Book Staple (2 staples)
  Landscape (1 staple)

- **Off-line**
  Custom Locations. Please specify where staple should be located.

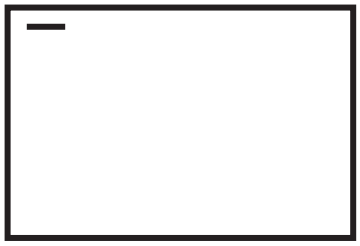
Corner



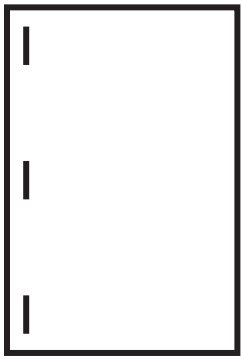
Book



Landscape

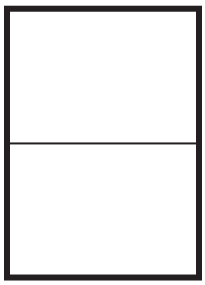


3 Book



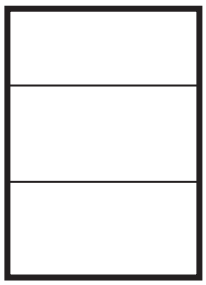
FOLDING

8 ½ x 11
1/2 Fold



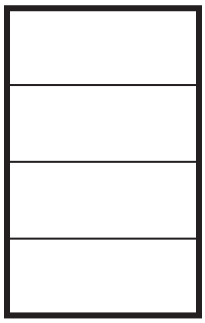
Finished size
5 ½ x 8 ½

8 ½ x 11
Letterfold



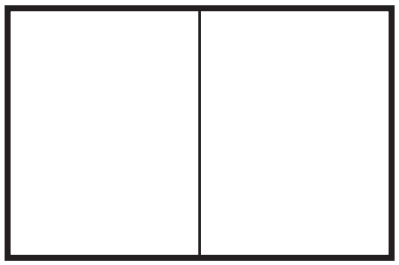
Finished size
Approx. 3 ⅝ x 8 ½

8 ½ x 14
1/4 Fold



Finished Size
3 ½ x 8 ½

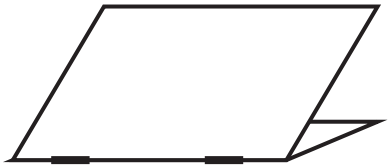
11 x 17
1/2 Fold



Finished Size
8 ½ x 11

SADDLESTITCHING

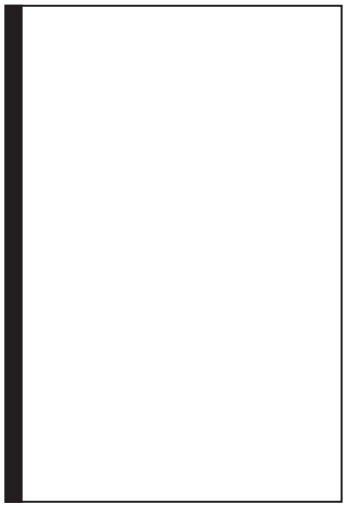
Your documents can be folded and stapled in a booklet fashion.



Printed sheet size	**Finished size**
8 ½ x 11	5 ½ x 8 ½
11 x 17	8 ½ x 11

XEROX THERMAL BINDING

Xerox thermal bind is an in-line tape bind system that wraps around your document and is heat set to the paper.



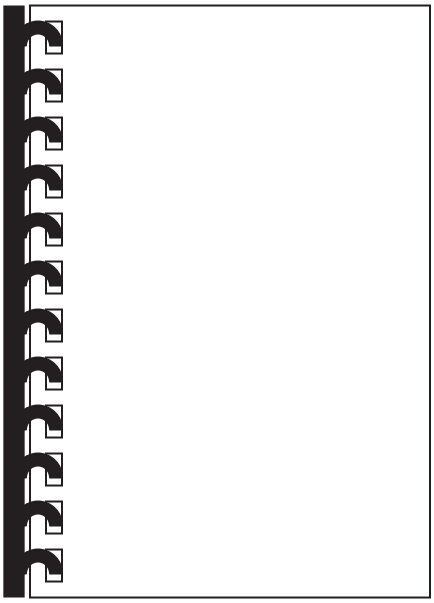
- **Sheets:** *Minimum 7 sheets* with covers or 15 sheets without. *Maximum 125 sheets* with covers.
- **Available color:** Black
- **Special order colors:** Blue, White, Red

TIP: Selecting a heavyweight stock for the front and back covers will enhance your document and increase its shelf life.

- Options for documents over the maximum 125 sheets:
  - Fastback binding.
  - GBC binding.
  - 3 Hole punching.

GBC BINDING

GBC Binding is an in-line plastic comb bind system that will allow your document to lay flat when opened.



- **Document Size:** Minimum of 3/16 thick and Maximum 2 inches thick
- **Available Colors:** White and Black

TIP: Selecting a heavyweight stock for the front and back covers will enhance your document and increase its shelf life.