

PR1b Printing Request Instructions

Please read these instructions thoroughly. They have been provided to ensure that your work is produced efficiently and in a timely manner.

On the form you will notice that the fields or boxes in the upper half are numbered 1-16, please be sure to complete each of the boxes that pertain to your specific job. The other areas on the lower half of the form are for Treasury Printing Services and should be left blank. (**NOTE:** **Boxes 1 thru 6 and box 15 must be completed for all printing requests**).

A brief explanation for each numbered box is provided below.

- Box 1.** **Agency:** Agency, Department, Facility or Office originating the Printing Request.
- Box 2.** **Account Number:** 13 digit number that Treasury Administrative Printing Services (TAPS) needs to properly bill the work to the requesting agency (*example: 100 082 2056 001-please use this format only, no additional characters, numbers or letters*).
- Box 3.** **Contact:** Information for the person/ liaison that TAPS can contact with any questions concerning the order.
- Box 4.** Please select (check) one of three options:
 "Pickup" if your courier will be picking up the completed project at our facility
 "Delivery" if TAPS is to deliver the completed project to your facility in the Trenton, Hamilton, Ewing area
 "Shipping" if TAPS will be utilizing an outside vendor (i.e. UPS or FedEx) to ship to another area of the State.
To avoid delays, please ensure that for "Delivery" or "Shipping" you include the actual street address, including suite/ floor and/ or room number(s) - P.O. Boxes will NOT be accepted.
- Box 5.** **Title/ Description:** A brief description or the Title of the project being printed.
 a. Form #: Many Agencies utilize form numbers to identify specific forms or even specific envelopes. Please include a form number whenever one exists.
- Box 6.** **Quantity:** This will be the quantity of finished units you are requesting:
- 500 copies of an individual sheet would be "500"
 - If you are ordering a booklet, please indicate the amount of finished booklets you require.
 - For carbonless forms (NCR) enter the quantity of finished sets
- Do NOT submit multiple jobs on one PR1b, orders with different quantities/ specifications must be submitted with a separate PR1b form for each. (**NOTE:** *Business card orders may include a **maximum of 12 different cards** on 1 PR1b, if the quantities are the same – each individual name should be listed in field #16 "Special Instructions"*).
- Box 7.** **Due Date:** The actual date you must have the completed work at your facility, NOT when it is desired, or expected. While we strive to complete your print request(s) in the shortest time feasible, it is best to allow as much time as possible for your order(s) to be completed; thus allowing the opportunity to complete your order(s) in the most cost effective manner. "RUSH ORDERS" requiring immediate attention lessen overall efficiency at our facility and therefore create an increase in costs, for your order. If you leave this box blank we will produce the job according to our current schedule, completing it as soon as possible without interrupting the normal work flow.
- Box 8.** **Agency Control No.:** Solely for the purpose of submitting your agency's internal tracking.
- Box 9.** **Final Size:** The "**finished dimensions**" of the piece. Also, please specify whether your document(s) should be printed one sided or two sided.
 a. INK: Please check the color ink you want the job to be printed in, black or blue are most common (standard blue is PMS 288, the official State blue); if you require additional or alternate colors, check that box and indicate the required colors below in *Box 16 "Special Instructions"*. It is possible to check more than one "INK" box if that is what the project requires.
- Box 10.** **Stock:** Indicate the type of paper the project is to be printed on. In this box, if you are completing the editable PDF version of this form, select the type of paper from the 1st drop-down menu, then select the color from the drop-down directly below. If the project requires more than one type of paper, the 2nd stock and color should be selected. If a project requires 3 or more types of paper, that information should be entered below in box #16 "*Special Instructions*".

Box 11. Envelope: If an envelope is being ordered please complete this section (skipping boxes 9 & 10, but complete 9a "INK"). The most common business sizes are **Monarch, #9, #10** and **#11**. If the envelope being ordered is one of these, check the appropriate choice; for non-standard size envelopes specify the size on the lines provided. Then check if you are requesting "regular" (Reg) envelopes (non-window) or "window" (Win) envelopes. In the space (drop-down) below indicate the color of the envelope itself (*If no color is selected or indicated, WHITE will be used*). "**Kraft**" should be checked when the project is to be larger sized envelopes made of heavier white or yellow-brown paper, then enter the dimensions on the lines provided. Check "Clasp" if a clasp is required. If no clasp is required, please indicate what type of closure is required below in #16 "Special Instructions" (i.e. "gummed no clasp" or "peel & seal"). (**NOTE:** *Many types and sizes of Kraft envelope are special order items and may take longer to obtain.*)

Standard Envelope sizes are:

Monarch	3 7/8" x 7 7/8"
#9	3 7/8" x 8 7/8"
#10	4 1/8" x 9 1/2"
#11	4 1/2" x 10 3/8"

Box 12. Finishing: refers to the most common bindery operations your project might require. If the project is to be stapled, indicate if it requires 1 or 2 staples by checking the pertaining box; check one of the other functions as needed: "Tape Bind", "GBC" (comb binding), etc. Any additional or other finishing details should be described under #16 "Special Instructions".

Box 13. WHAT YOU'LL BE PROVIDING: is what you are furnishing us to work with (please see options below):

- **Hard Copy** - printed pages, which we will simply copy from
- **Emailed File** - an attachment sent to our Print Shop Mailbox (Treasury.PrintShop@treas.nj.gov) that should be a PDF or Word file (additional types of files can be provided, if discussed prior to submitting your order)
- **Flash Drive/ CD** - PDF or Word files may also be provided on a Flash Drive or CD which will be returned to you at the completion of the project
- **Typeset New** - you are requesting that we typeset completely new document(s) for you or revise a document we previously created for you (*we will not proceed to printing without a signed proof approval from your agency*)
- **Sample** - a copy from a previous order, a photocopy of a previous printing, etc.
- **Rerun** - indicates that the project is an exact reprint (with no changes) of the same project TAPS has previously produced for you. Please provide a sample whenever possible.

Box 14. For **NCR** (carbonless forms), check the box provided indicating the number of sheets contained in the form. Standard sequences are manufactured in precollated sets, as follows:

- 2 part: white/canary (also available as white/pink)
- 3 part: white/canary/pink
- 4 part: white/canary/pink/goldenrod,
- 5 part: white/green/canary/pink/goldenrod,
- 6 part: white/blue/green/canary/pink/goldenrod.

Any *non-standard* sequence must be specified in writing in the space provided below as this will require us to purchase and print each color separately then collate after printing. Use of abbreviations is suggested (example: *W/G/B* indicates White/Green/Blue) in the space provided. While White/Pink is available as precollated, it is not "standard" and must be specified.

Box 15. Approval Officer: It is extremely important that the box is properly completed. We will not begin production without a signed and dated authorization in this box. If an estimate is required prior to any work being produced, check the "**Estimate Only**" box below the Approval Officer's signature. We will then provide an estimate with a reference number. The job will NOT be processed until the estimate is approved by your agency. Once the estimate is approved, the TAP-PR1b (provided for the estimate) will be used as the production order.

Box 16. Special Instructions: Any additional information not included in the preceding sections should be written here. This might include supplementary or unique paper requirements, finishing necessities, delivery issues, etc. Also, when ordering business cards for multiple of people (up to 12 per request), it is recommended that the individual names be listed in this section.