

Submitting the Print Request Form and Files for Print



600 East Boulevard Ave. Dept. 118
Bismarck, N.D. 58505-0420
701-328-2772
csd@nd.gov

Filling out the Request for Printing form SFN2490

You can send the request for printing directly to Central Duplicating at csd@nd.gov . The Request for Printing form is located on the e-forms web site, <http://www.nd.gov/efrms/Doc/sfn02490.pdf>

Listed below are descriptions to help you fill out the request for printing form. **The Dept. No., Department Name, Contact Person, Phone Number, Date Required, and Item Title are required.**

Authorized Agency Signature – Some agencies require an authorized signature.
If your agency is one, please get approval prior to sending the job.

Dept No. (Required) – Enter your department number.
This is required to correctly bill your agency for work performed.

Department Name (Required) – Enter the specific department.

Division (Optional) – You may use this code (a 2 digit number) to bill a specific division within your agency.

Project (Optional) – Enter project information.

Person or alternate to contact if more information is needed (Required) – List the person to contact if there are questions about the job.

Phone (Required) – List the contact's phone number.

Order Number – Filled in by Central Duplicating. The request for printing will be assigned an order number and scheduled upon receipt.

Item Title/Include State Form Number on Forms (Required) – When submitting jobs electronically, use the name of the file you are sending. Entering a job title will help match the request for printing to the print job files.

Date Required (Required) – Indicate the date you need your job. If the desired date is critical, special arrangements may be negotiated. Please do not use “RUSH” or “ASAP” for the date required. If a date is not provided it will be scheduled according to the workload that is in the shop.

Date Completed – Filled in by Central Duplicating staff.

Composition/Design Required – Jobs submitted can be print ready, or if your job requires composition/design our graphic artist can work with you to create a print ready file. You can e-mail the print ready file or pieces needed to create the document to csd@nd.gov.

Create PDF – If you require a PDF, e-mail the job to csd@nd.gov. Indicate if the PDF will be used on the web (screen) or if it will be a print original (print). This will help when creating the file.

Proof from Printer – If you would like to see a proof, please check this box.

PRINTING INFORMATION

Total Number of Originals – Enter the number of originals. Originals are anything that has print on them. If a sheet of paper has printing on the front and back, it would be considered 2 originals. If there is only print on 1 side of a sheet of paper, then it is 1 original.

No. Sheets Printed 1 sided – Indicate the number of sheets that will be printed on one side. To figure this out, pretend you have a finished document, count the number of sheets that are 1 sided and enter this number here. To help Central Duplicating know what sheets are to be one sided, place a blank sheet behind the sheet to be printed 1 sided or note which sheets are one-sided on the Request for Printing.

No. Sheets Printed 2 sided – Enter the number of sheets of paper that will be printed front to back. To calculate the number of sheets printed 2 sided, count the number of originals that will be printed front to back and divide by 2.

Number of Copies or Sets – Enter the total number of finished pieces that you want printed.
For example: 500 sheets printed with your document 2-up on a sheet = 1000 finished pieces.

Paper Size – Indicate the size of paper the job will be printed on.

Finished Size – Indicate the finished size of the project.

Paper Weight – Enter the weight of the paper desired (20, 60, 70, 65, 67, 80, etc.).

Paper Stock – Complete this section with the specific paper stocks to be selected (bond, vellum, bristol, etc.).

Paper Color – Enter the color of the paper desired (white, canary, pink, blue, green, etc.).

Ink Color – Enter the color(s) of ink required.

Index Tabs – Please send a list of what you would like printed on your tabs. Central Duplicating can typeset them for you.

Inserts – This is an original that is printed on different stock, a different size, or preprinted stock.

Front Cover – Enter the number of originals and paper stock if different from the text.

Back Cover – Enter the number of originals and paper stock if different from the text. If the back cover is blank enter a zero in the Total Number of Originals column.

Envelopes – Send an original and/or a sample to Central Duplicating or csd@nd.gov.

Fold – Indicate the type of fold required and send a sample.

Staple – Indicate the type of stapling required.

Drill – Check this box and indicate the number and location of the holes.
Central Duplicating uses a standard 5/16” hole.

Special Finishing – Listed below are special finishing requirements and explanations of each, which may be selected to complete the request.

Binding – Indicate the type of binding required: plastic comb, tape (indicate the color), EZ Coil, or glue. If you request tape binding and do not indicate a color, black will be used.

Shrink Wrap – Check this box if shrink wrapping is required. Indicate the number of documents you would like in a package.

Collate – Check this box and indicate the number of sheets per set.

Pad – Check this box and indicate the number of sheets per pad. Also indicate side to be padded, if chipboard is to be used or if wrap around covers are required in the special instructions block.

Cut to – Indicate finished size after cutting.

Slip Sheet – Indicate if a slip-sheet is required between sets and select color of paper. If a color is not selected, cherry will be used.

Perforate – Check if perforating is required and send a sample to indicate location.

Mail Tabs – Check this box if tabbing is required.

Labeling – Indicate if you want Central Duplicating to put labels on your project.

Mailing lists created in Microsoft Excel and Word are the preferred format. If labels are provided, use the Avery template 5160 (1 x 2.63”) or for long addresses use Avery 5161 (1 x 4”).

Rubber band – Indicate if you want Central Duplicating to rubber band your project. Indicate the quantity for each package.

Numbering – Indicate if the job is to be numbered. Select black or red ink; provide starting and ending numbers, and the location of the number on the printed page.

State Library Depository – If yes is checked, Central Duplicating staff will deposit eight copies to the State Library. Remember to allow for this distribution in your quantity requested.

Special Instructions – Many times agencies have special instructions. These should be indicated and explained in this section.

Billing Address – If the job is going to be billed to another party, complete the billing address.

Shipping/Delivery Address – If project needs to be mailed or if a vendor is going to pick up the print job, complete the shipping address.

Sending the Print Request Form to the CSD Printer

Now that you have filled out the request for printing, you are ready to submit it to Central Duplicating.

- Click File
- Click Print
- Printer Name – Select **\\ITDPRINT1e\CSD-HPM521DN-PRNTSHP**
- Click OK

Or, simply email the completed form to our staff at **csd@nd.gov**

Sending Artwork and/or Files to CSD

All artwork or files you have for your print job can be emailed to our staff at **csd@nd.gov**

Central Duplicating staff will process your print request and complete your print project.

Thank you for using Central Duplicating Services for your printing needs. If you have any questions or problems, please call us at 328-2772.