Pennsylvania
Department of General Services

Mail Request Form

STD - 8 Rev. 04/2025
Department of General Services
Bureau of Publications
717/704-1029

Requested Deadline

Date: _____

Time: _____

Do not deliver before: _____

Estimate Requested _____

ESTIMATES*

☐ Estimate Required Prior to Production

Any modifications to specifications once estimate is provided will invalidate the estimate.

Shipping/mailing costs not included in estimates:

* ESTIMATE GOOD FOR UP TO 90 DAYS.

Requestor Information

Requestor's Name: _____

Department: _____

Bureau /Office: _____

Artwork Contact (if different than requestor):

_____

Document Information

Document Name, Description & Special Instructions:
(Include Document Number, If applicable)

Artwork*:

☐ Hard Copy

☐ Native Art File Type- _____

☐ PDF Only, No Native Art File Available

Reprint of Previous Order - Order # _____
(If known)

☐ Exact Reprint ☐ Reprint with Changes**

** If document has major changes, please complete an *STD-7, Document Design & Layout Request Form*.

☐ Meeting Is Requested Prior to Start of Production

☐ Confidential/Sensitive Data

☐ Hard Copy Proof Required by Customer Prior to Production

PA Publisher

To officially place your order, please visit https://www.papublisher.state.pa.us/DSF and submit a custom quote ticket to accompany this form. You will need your billing codes and shipping information to complete the process. If you have any questions or need assistance, please don't hesitate to reach out to us at ra-gspubcustservice@pa.gov.

Printing Specifications

General

Quantity Needed _____

# of Original/Single-Sided Pages (including any covers) _____

☐ Print Uncollated

Printed Size

Flat/Open Sheet Size _____ x _____

Folded/Finished Size _____ x _____

Sides Printed – *Pick from Drop Down*

Punching

☐ 3-Hole (Standard Left)

☐ Other _____

Bleed

☐ Bleeds

Light Weight Stock – Text

☐ 20# Bond

☐ 24# Bond

☐ 70# Text
- ☐ Coated ☐ Uncoated

☐ 80# Text
- ☐ Coated ☐ Uncoated

☐ Carbonless

☐ Others (Special Orders)

_____

Heavy Weight Stock – Cover

☐ 65# Cover

☐ 80# Cover
- ☐ Coated ☐ Uncoated

☐ 100# Cover

☐ 110# Cover

☐ Gloss Cover

☐ Tabs (5-Cut)

☐ Others (Special Orders)

_____

We are able to offer you the best pricing and turn around time when selecting the stocks listed above. Special order stock may require additional time during the production cycle in order to allow us time to order the stock.

Mailing Specifications

Mass Mail Permit

- ☐ Meter/Use CWOPA Indicia
- ☐ Use Agency's Indicia - Permit #
- ☐ Do Not Apply Postage or Indicia

Class

- ☐ First Class
- ☐ Standard

Miscellaneous

- ☐ Print Addressee Information on Envelope/Self-Mailer
- ☐ Print Return Address on Envelop/Self-Mailer
- ☐ Wafer Seal (Tab Seal) /Glue (Fugitive Glue)
- ☐ Confidential/Sensitive Data

Insertion Requirements

Envelope Size _____

☐ Printed Envelopes Provided By Agency*

Contents _____

Other _____

_____

Other Requirements

☐ Addresses Already Prepped and Cleansed by -

Date Mailing Needs to be Postmarked _____

Other Mailing Details _____

_____