

## TYPESETTING OF FORMS

### 1. Typesetting Performed By State Printing

- a. On camera ready copy that is created by Forms Management and State Printing, the forms analyst and typesetting supervisor will determine the time frame for development of the camera ready artwork.

Emergency situations and deadlines will be met as much as possible.

- b. Forms to be typeset by State Printing must be accompanied by a State Printing requisition (MO300-0298) for billing purposes. Also, a printing requisition (MO 300-0298) is required whenever any camera ready copy (CRC) is to be released by the State Printing Center (e.g., CRC not returned by a previous vendor).
- c. After typesetting is completed, the agency will receive a photocopy (proof) of the original. The initial pencil layout will also be sent if the agency hasn't seen it prior to typesetting.
- d. The Agency/Department should review the entire proof and pencil in any and all changes (to avoid multiple proofing operations) or indicate approval. Then the proof is returned to the Forms Management Unit.

If there are corrections this process will repeat itself until final approval.

NOTE: The approval stamp on the first page of the proof refers to all the pages attached, not just the first page.

Multiple proofs and corrections are expensive and time consuming parts of our service to agencies.