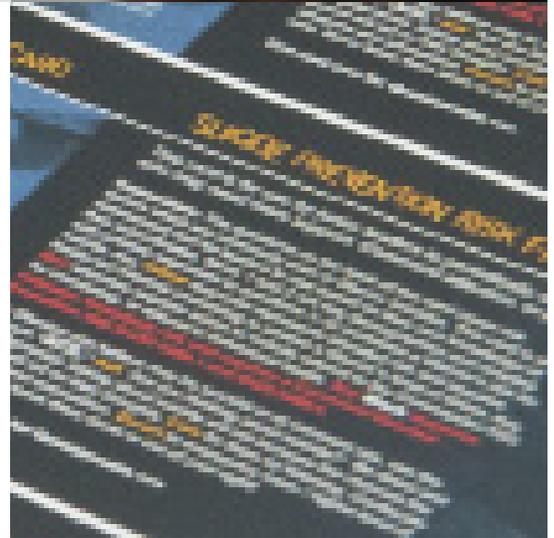




## Plan your print project using the latest industry trends.

GPO furnishes Federal agencies with a full range of services providing a comprehensive experience for producing your printing projects. Involvement with your project from the time of planning to delivery is the key to successful and cost effective results.



## Plan your print project using the latest industry trends.

- One-on-one electronic publishing consultation.
- Dissemination of pertinent technical information; research on industry trends in digital publishing.
- Review of official publications and forms to make digital publishing more consistent, cost-effective, and customer-friendly.
- Recommendations for better, faster, and more cost-effective ways to write technical specifications for printing and electronic publishing applications.
- Font and color mode assistance.
- Investigating and testing quality complaints from department to determine deficiencies for a reprint or discount of a job.

We help you plan your project, making recommendations for a cost-effective process using the latest industry trends. During the production of a job, our mission is three-fold: **pre-flight**, **review of proofs**, and **on-site inspection**. We are involved before a contract is awarded up until the time the job has been completed and delivered to the customer.

### Preflight

We evaluate the entire scope of a job, including all materials to be used and design elements involved, based on the end use of the project. This ensures the job will be manufactured correctly and efficiently. Preflight services include but are not limited to:

**Quality Level** Proper quality-level recommendations are made according to customer requirements.

**Electronic media** Reviews are done to check for usability, missing fonts, bleeds, size, correct color modes, and resolution. Designs are also checked for consistency and printability.

**Paper** Selects proper JCP paper from the Paper Specification Standards that best suits the job.

**Inks** We check for the correct use of Pantone inks, process colors, and coatings (i.e. varnishes, UV and aqueous coatings).

**Proofs** Customizes proof language to fit the needs of the job and customer, minimizes cost, and provides accurate final product.

**Binding** Provides samples and offers suggestions on different types of binding (i.e. Smyth sew, spiral and notch binding). Offers advice on avoiding binding issues.

**Finishing Materials** Matches samples and advises material usage (i.e. lamination, foils, and book coverings).

### Review of Proofs

Quality Control offers assistance in reviewing proofs and priors for accuracy. Items that will be checked include the type of proof, line screen, traps, register, and layout. The content of the proof to the lasers and the color to the originals supplied by the agency will also be verified. Finally, a report showing all printer's errors or author's alterations, and the action to be completed, will be sent to the contractor.

### On-Site Inspections

Upon request, GPO is available to conduct inspections for the purpose of setting a standard of quality. These are performed at the production location and customers are always encouraged to attend. Inspections include but are not limited to:

**Press Inspections** Examine press sheet for print quality, color match to proof, registration and correct stock.

**Finishing Inspection** Includes foil stamping (picking or plugging) and color, embossing for detail, and UV coating or lamination.

**Bindery Inspection** Checks for proper construction, folding, trimming, stitch position, sewing, gluing, and case binding.

**Production Inspection** Monitors production of jobs at the contractor's plant on high-profile orders.

Charges for preflight, proof review, and inspections are at an hourly rate.

