

# State Printing & Surplus Service

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Division

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Service)  
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# Meet the Speakers



Sherita Clifton



Casi VanAusdall

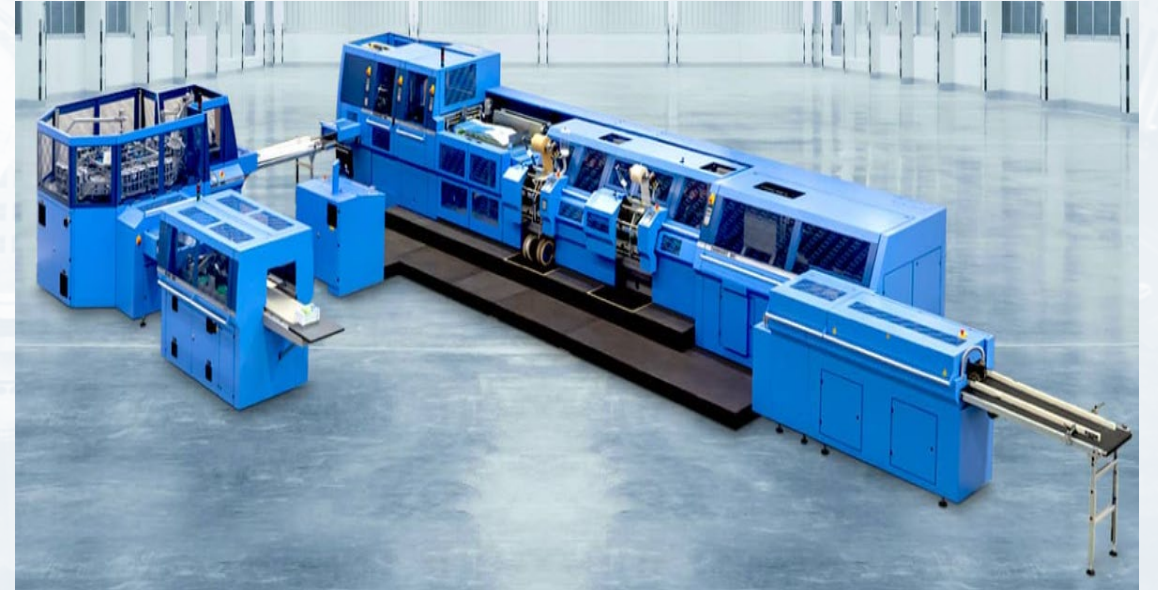
# What is PRINTING!



# The State of Kansas PRINTING!



# And This!



# You need it, We got it!

Decals  
Books  
Yard Signs  
Flyers  
Foil Stamping  
Acrylic printing  
Retractable Signage  
Business cards  
Brochures  
Floor Graphics  
Calendars  
Magnets  
Programs  
Coasters  
Perfect Binding  
Certificates  
Embossing  
Postcards  
Posters  
Laminating  
Coil Binding  
Envelopes  
Window Clings  
Mounted Posters  
Table Runner  
Labels  
Wall Graphics  
Carbonless Forms  
Posters  
Banners

# Printing Flow

## Agency/Client

Submit Estimate,  
DA-104 forms and  
image(print file)

## Customer Service

Provide quote and  
guidance. Create  
internal workflow

## Pre-Press

Impose, manipulate  
and proofing  
process

## Printing

Print and product  
production

## Finishing

Binding, Cutting,  
Process production

## Shipping

Boxing, labeling  
and delivery of  
products.



# Submitting a job—DA-104

1. Visit our website – Office of Printing and Mailing for the State of Kansas

<https://admin.ks.gov/offices/printing-mailing-surplus/printing--mailing>

Go to the left-hand side of the screen and click on “submit a job” and download our fillable DA-104 form.

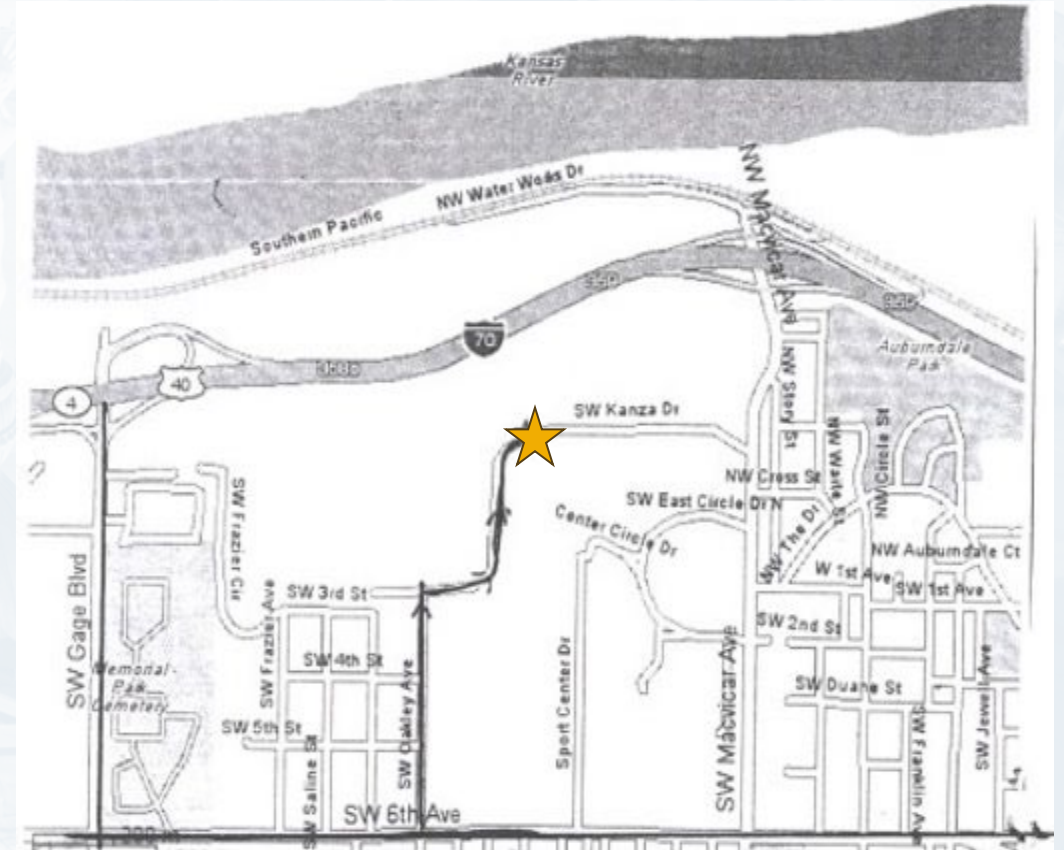
*This form is required by all state agencies to complete when submitting a print request and we cannot work on any jobs without one.*

2. When your agency is ready to submit a print request, we will need you to complete the DA-104 form in its original fillable state and then send that form to our [doa.printingcustomerservice@ks.gov](mailto:doa.printingcustomerservice@ks.gov) email address along with any artwork or other pertaining information associated with your print request in one single email.
3. Please do not send print requests to any other location other than our customer service email address – [doa.printingcustomerservice@ks.gov](mailto:doa.printingcustomerservice@ks.gov). This is the only team that processes jobs in our building, and it has the most eyes on it, if you send a print request to any other location there will likely be delays in your project.

If your DA-104 is not complete or if you did not attach all the necessary information needed or you sent multiple emails that needed to go together our customer service team will reach back out to you to either have the forms adjusted to reflect the correct information, get the artwork needed or to condense the emails so that we can have all of your print request information in one location.

# Surplus Property

- Located --2830 SW Kanza Dr
- Closed on Wednesdays!



- [Surplus Video - mp4](#)



# Questions?