

## GUIDELINES FOR PRINTING LEGISLATIVE NEWSLETTERS & POSTCARDS

1. Originals should be print ready. Paper originals can be submitted with a completed Print Shop Order Form. Electronic PDF originals can be attached to the order form available on the intranet in the Print Shop section, or sent with instructions to [print.shop@akleg.gov](mailto:print.shop@akleg.gov)
2. Printing is normally done in black ink only. If color ink is required, approval must be received from the appropriate Rules Chair.
3. **All newsletters and postcards require a discernible “Paid for by Legislative Print Shop” indicator per Legislative Council policy.**
4. Newsletters are normally printed on 70lb. paper. Available paper colors include white, ivory, gray, blue, canary and green. Postcards are usually printed on 110lb. index with the same choice of colors plus buff, cherry and salmon.
5. Most newsletters are printed on 11x17 paper and can be folded in half or into quarters. Postcards can be printed in a variety of sizes, but certain sizes may be required based on the mailing service used. Common postcard sizes include; 4¼ x 5½, 5½ x 8½, 6⅛ x 8½ and even 8½ x 11 inches.
6. Our aim is to complete each print job as quickly as possible. It’s possible we may have multiple requests for printing at certain times. When planning, please allow for 5 days turnaround on any newsletter or postcard order. We will often have it ready sooner.

Please call the Print Shop at 465-3806 if we can help with any questions or special requests.