



Printing and Mailing Guidelines

for the

City of Portland



Administrative Service Review Mandate

Beginning July 1, 2001 Printing & Distribution began implementing its ASR Savings Plan for City of Portland customers. This 3-part strategy was designed to help each customer maximize their reproduction and mailing dollars.

1. **Reduce Paper Consumption.** This recommendation targets each City Bureau to reduce their paper usage by an average of one sheet of paper per each bureau employee per working day. It is based on observations made by all team members regarding the waste associated with excessive printing and copying. All team members agreed that reducing the consumption of paper products should be addressed before service cuts were considered.
2. **Implement Printing Standards.** This recommendation continues P&D's role of centralized service provider by choice for all services currently offered. It requires P&D to develop and implement city-wide printing standards. Quality level and turn times are standardized for improved efficiencies and cost control. Conformance is voluntary. This

recommendation also requires that all non-conforming work be reported through P&D's current savings report system, and that only P&D be authorized to pay for work purchased from commercial sources.

3. **Implement Mailing Standards.** This recommendation continues P&D's role of centralized service provider for all services currently offered. It requires P&D to develop and implement citywide mailing standards. Address hygiene and finish sizes are standardized for improved efficiencies and cost control. Conformance is voluntary. This recommendation also requires that all non-conforming work be reported through P&D's current savings report system, and that only P&D be authorized to pay for work purchased from commercial sources.

Please let us know how we can help you reach your reduction goals. Copies of the standards are available from P&D by request. If you have questions or comments about the standards and their application, please let us know.