

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Printing and Forms Management

February 19, 2010

MEMORANDUM

The Office of Forms Management has been servicing state agencies state-wide for more than 30 years by providing procurement, warehousing and distribution of printed forms. It has been our goal to provide you with the most cost effective product, printed to your specifications and delivered in a timely manner, to the location requested. This letter is to inform you that due to a reduction of the state workforce, the services currently offered by Forms Management are being eliminated and the office will officially close on June 30, 2010. Please inform any and all personnel in your agency that would need to be aware of our closure.

Effective immediately, we will no longer accept print orders for storage in our warehouse. You can still send requisitions for shipments of forms already printed and in stock. Our staff will be contacting you in the next few weeks to make arrangements to ship your agency's remaining inventory that we are storing in our warehouse.

The Office of Forms Management has been housed in the same building and has worked in partnership with the Office of State Printing for production of your forms. The Office of State Printing can still provide you with the quality forms you are accustomed to receiving. However, they will not provide the traditional warehousing, inventory control and distribution services you have come to expect from Forms Management. State Printing offers customer consultation, design/layout assistance, printing and finishing of forms as well as delivery or shipping to your storage location upon completion. Please contact the Office of State Printing directly at 225-219-9589, 225-219-9590, or 225-219-9576. You can also access their order form (DA 200) at their web page at www.doa.louisiana.gov/ospfm/sp/DA200.

Your Forms Analyst can help with questions concerning existing inventory, pending orders or shipment of existing stock. Contact personnel include Betty Zumo at 225-219-9582, Jayda James at 225-219-9584 and Kenny Lee at 225-219-9581. For questions concerning outstanding balances or bill payments, contact Vicki Johnson at 225-219-9577.