

Printing Cost Statement

This form was developed to assist agencies in providing cost statements to printers for placement on documents as described below. You may complete the form on-line and print. Only the title and the information enclosed in the text box will print.

Louisiana R.S. 43:31.B. requires all bulletins, leaflets, house organs, circulars, books, reports, or similar publications to have a cost statement printed adjacent to the identification of the agency responsible for the publication, printed in the same size type as the body copy and set in a one-point rule.*

The Agency is responsible for providing cost statement information (when applicable) to the printer. The printer is not responsible for insuring the Agency meets this requirement if not furnished.

The following agencies are exempt from the cost statement requirement:

- Legislative and Judicial Branches
- Department of Economic Development for the purpose of attracting new industry
- DCRT related to new promotional materials
- Public Colleges, Universities, and Vocational schools

The required cost statement can be placed on the title page of books. On leaflets, brochures and other publications, it should be placed below the agency name.

*"All printed matter" referred to in R.S. 43:31.B is assumed by the Division of Administration to refer to types of printing material described in R.S. 43:31(A).

Preparation of the cost statement is enumerated below:

<p>This public document is published at a total cost of \$_____. _____ copies of this public document were published in this _____ printing at a cost of \$_____. The total cost of all printings of this document including reprints is \$_____. This document was published by _____ to _____ under authority of _____ This material was printed in accordance with standards for printing by State Agencies established in R.S. 43:31. <u>Printing of this material was purchased in accordance with the provisions of Title 43 of the Louisiana Revised Statutes.</u></p>

- (a) This figure should reflect a total of the three factors listed in 43:31(c):
- 1) Preparation cost of the public document for publication.
 - 2) Printing cost, including all expenditures for reproduction, whether acquired through bid or in-house.
 - 3) Circulation cost, including all estimated expenditures for postage and distribution of the public document.
- (b) Number of copies you are printing in this issue.
- (c) Number of times exact document has been published. (First, third, or tenth, etc.) If any changes are made, it is the first printing (changes other than cost statement).
- (d) This figure should reflect only the printing cost for this printing.
- (e) This figure should include a total of all factors set forth in 43:31c for all printings. (If this is the first printing, the figures for (a) and (e) should be the same. If this is a re-print, then this figure should include the total cost for all publications from the beginning. ex. total of first, second and third printing). A re-print would be a publication that is reprinted with no changes. Publications that are printed yearly with changes would not be considered a re-print.
- (f) Printing company name and address or if printed in-house, then agency's name and address.
- (g) The reason for publishing this document.
- (h) The law that authorized you to print or if there is no State or Federal law, you would obtain special permission. Then you would state "under special exception by the Division of Administration."
- (i) To be used if not printed in-house by state agency.