

## Why we do what we do

**Print production and distribution are mandates from the Code of Virginia.** The work of the General Assembly is ultimately communicated in print whether it is proposed in a bill or preserved in the bound Journals of the House and Senate. DLAS ensures that mandated legislative publications are produced and distributed in quantities adequate for public dissemination and historical preservation.

- § 30-34.3. Printing of bills, joint resolutions, etc.
- § 30-34.4. Copies of bills, calendars, etc., to be furnished on application.
  - § 30-34.4:1. Request and distribution of state publications.
- § 30-34.5. Printing and distribution of Acts of Assembly.
- § 30-34.6. Printing and distribution of Journals of Senate and House.
- § 30-34.8. Donation of surplus copies to universities and colleges having law schools.
- § 30-34.9. Furnishing certain law school libraries publications for exchange.
- § 30-34.10. Fees and mailing costs.

For the services rendered under §§ 30-34.3 through 30-34.6, the Commission may charge and collect in advance a fee as determined by the Director of the Division of Legislative Automated Systems to be reasonable and sufficient to cover the cost of printing, binding, and handling; in addition to each such fee it shall also charge and collect an amount necessary to cover the cost of mailing, if such bills, calendars and resolutions are to be sent by mail. All fees collected pursuant to this section and § 30-34.10:3 shall be deposited into a special fund to be known as the “Legislative Automated Service Fund” which is hereby created. This fund shall be administered by the Division of Legislative Automated Systems and disbursements made therefrom for services related to §§ 30-34.3 through 30-34.6 and 30-34.10:1.

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# THE LEGISLATIVE BILL★ROOM

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## Print Production & Distribution



## Legislative Document Subscriptions



## On-Demand Printing & Volume Discounts

## Print Production and Distribution

The Division of Legislative Automated Systems (DLAS) operates a modern on-demand print and distribution facility known as the Bill Room. The Bill Room is open year round and is conveniently located on the first floor of the Pocahontas Building, which allows both members and the general public access to legislative materials, such as copies of all bills, resolutions, and calendars.

### Our Policy

**Printing and distribution is the function of the Bill Room. It is DLAS policy that the Bill Room will print and distribute only information with legislative purpose.** Code of Virginia § 30-34.10 states that for printing and binding publications mandated by the Code of Virginia, fees and mailing costs may be collected. DLAS also charges fees for printing publications with legislative purpose that are not specifically mandated by the Code of Virginia. DLAS can produce a wide variety of publications including custom cut and trimmed publications. Fees are calculated based on number of pages, type of paper stock, binding option, and whether color is used. These fees are designed only to recover the costs of supplies and resources. DLAS will help determine the most cost-effective option for printing needs. We highly value trust, on-time service, quality and ease of doing business.

### Who operates and maintains the DLAS high-speed printing equipment?

Barbara Timberlake, Print Publications Supervisor .....(804) 786-8429  
Eddie Eaton, Print Publications Specialist.....(804) 967-3151

### Who can use DLAS in-house printing services?

Any legislative agency or member of the General Assembly needing print or copy services for publications and materials directly related to the operation and mission of the General Assembly and its agencies.

### How quickly can the Legislative Bill Room turnaround a print job?

We make every effort to print a job in a timely manner. It is the policy of the Bill Room to establish priorities on print job requests by the nature and scope of the request.

### How can I get print design assistance if needed?

DLAS can provide in-house graphic design consultation to assist you in the design of your project.

Jessica Harrison, Director of Digital Services .....(804) 225-3630

## What we do

### We offer subscription services for legislative materials

Orders can be picked up at the Bill Room or mailed out to your location.

Type of Subscription	Delivery	Service Fee
All publications, documents upon request only	Pick up in Bill Room, First Floor, Pocahontas Building	\$500
All publications, documents upon request only	Option of UPS or US Postal Service	\$700
All publications, including documents	Option of UPS or US Postal Service	\$900

### We print in-house

DLAS utilizes high-speed print technology to save time and money. When legislative publications such as bills, resolutions, and reports, etc., are required to be printed, only the amount needed is printed and they can be reprinted on demand.

### We print on-demand

Need something in a hurry? DLAS in-house printing services make publications for limited distribution more affordable and always accessible for future print editions. Several binding options are also available as well as color printing.

### Does the Bill Room offer volume discounts on printing?

Yes, for both black and white and color printing. We offer discounts to provide the best service to our customers and cost savings for the State. How discounts are applied depends on total pages per copy and/or equipment needed to produce output and packing. For color printing volume discount rates are:

- 101 - 250 copies = 10% discount
- 251 - 499 copies = 25% discount
- 500 or more copies = 35% discount

If customers provide us with written quotes from other print vendors, DLAS, at the discretion of the agency director, will make every effort to match or beat the quoted amount. When price matching or discounts are applied they are noted, along with the reason why, on a written quote to the customer.