Louisiana Waterfowl Stamps

and Information Sheets

**Production of Stamps:**

* Approximately 900 Waterfowl Stamps will be produced in three sheets of 30 stamps each. Each sheet will be serially numbered from 0001 to 0003 in each corner of the selvage area to form plate blocks. The individual stamps will **not** be serially numbered. These stamps will be printed as shown in **Attachment C - Sample 1**. Each sheet of stamps will have a corresponding “Information Sheet” as prescribed by Louisiana Department of Wildlife and Fisheries (LDWF), and the “Information Sheet” will **not** be affixed to the sheet of stamps.
* Approximately 5,700 Waterfowl Stamps will be produced in 190 sheets of 30 stamps each. Each sheet will be serially numbered from 0001 to 0190 in each corner of the selvage area to form plate blocks. Each stamp is to be consecutively numbered from 000001 to 005700 with numbers printed on the front in black ink. These stamps will be printed as shown in **Attachment D - Sample 2**. Each sheet of stamps will have a corresponding “Information Sheet” as prescribed by LDWF, and the “Information Sheet” will **not** be affixed to the sheet of stamps.

**Stamp Specifications:**

* The stock for the stamps shall be 60lb Kromekote, or an equivalent, with wettable gum backing.
* Printing ink shall be 4-color process on the front side and PMS 421 (gray) on the back side.
* Printing shall be high quality – 133 line press or better.
* Individual stamp size shall be 1-3/8”x2” as set forth in the attached samples.
* Perforations shall be pinhole with 14 pinholes per inch, on all four sides of the stamps.
* Printing shall be two sides, head to head.
* Four full size final press sheets shall be provided to LDWF as soon as possible after the artwork has been provided to the Contractor. Press sheets will not be gummed, numbered, or perforated.
* Color Separations will be provided to the Contractor, upon award.
* A copy of the keyline and cromalin proof of the stamp design will be delivered to LDWF for approval as soon as possible after the Color Seperation are provided to the Contractor. Proofs must be submitted to the Director of Licensing, Secunda Byrd, for approval.
* Upon receipt of the final delivery, should any problems be detected, LDWF reserves the right to return any or all to be reprinted at the expense of the Contractor.
* Any overage of misprinted stamps must be destroyed by shredding. An Affidavit by the Contractor as to disposition of stamps shall be provided to LDWF. The Affidavit shall be provided in no less than 30 business days.

**Information Sheets:**

* The Information Sheet for each of the four stamps shall be approximately 9-1/4”x 8-1/2”, and is to be printed on one side in one color on 20lb bond.
* Some of the Information Sheets will be consecutively numbered by page to correspond to the plate blocks on the stamp sheets, and some Information Sheets will also be consecutively numbered to correspond to individual stamp numbers as described below.

**Shipping:**

* Sheets of 30 stamps shall be packaged or boxed in 100’s, **slip sheeted** to prevent sticking, with the lowest sheet number at the top of the package.
* All packages shall be marked to show the sheet numbers and stamp numbers. All shipping and insurance charges are the responsibility of the Contractor.
* Shipping shall be a qualified shipper who will be able to ensure against loss or delays in delivery.

**Other Information:**

* The printing process may be monitored by a representative of LDWF.
* Delivery of the printing plates is to be made by the Contractor directly to LDWF upon completion of press run and acceptance of stamps by LDWF.

All Stamps and Information Sheets shall be shipped to:

Louisiana Department of Wildlife and Fisheries

2000 Quail Drive

ATTN: Licensing-Room 122

Baton Rouge, LA 70808