

## Printing Instructions

### *Mississippi State Employee Handbook*

Each agency will be responsible for the printing and distribution to their employees. The Mississippi State Employee Handbook is in Adobe format and set for two sided printing.

Printing options such as paper quality, binding and quantities is at the discretion of each individual agency. Agencies may elect to utilize internal resources to produce bound documents or outsource when larger quantities are needed.

Mississippi Prison Industries is familiar with this document and offers very competitive pricing for this publication.

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