

Central Printing

Printing Request Forms:

Every request must be accompanied by a completed and signed Printing Request Form. Please do not submit anything that would be in violation of the Copyright Law.

Do not write ASAP for the date requested, or the job will be returned.

Condition of Originals:

- All originals should be camera ready: **staples removed, no black edges, and no post it notes on internal pages.**
- The printer should not be expected to white out stray marks.
- Best quality will result when originals are on white paper.
- Bound originals will be cut for printing.
- No “dog-eared” or torn originals.
- Page numbers and/or other markings needing to be removed must be done by person making the request.

Lead Time:

Should problems arise with machines or materials, you will be notified regarding the delay. (Jobs will be done in the order they are received or by the date requested according to the following schedule.)

- Simple jobs, less than 20 pages, less than 50 copies. Three day turnaround time.
- Larger jobs, or ones with covers, bindings or other special processing, five working days turnaround.
- High Volume jobs such as newsletters, calendars, etc. please call Mary Ellen at 1.800.836.7510 ext. 3776 for a time completion estimate.
- Full Color printing requests: call Mary Ellen at 1.800.836.7510 ext. 3776 for a time frame.
- Carbonless paper is only run one day every one to two weeks, so please call Mary Ellen at 1.800.836.7510 ext. 3776 for a time frame.

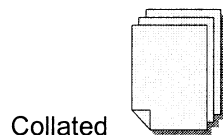
Color Paper: Color paper requests will be honored based on availability. Requestor is permitted to provide paper.

Stapled jobs: The machine is only capable of stapling up to 70 pages.

Definitions:

Job Title - what you will call your request if you need to contact central printing with questions about it.

Collate – printing in page 1, page 2, page 3 sequence. Generally, you would want a job collated if you wanted it bound or stapled.



Collated

Page 1, Page 2, Page 3, etc., in specified order.

Send requests to: Central Printing
East, Technology Building