

Print Request Procedure

1. Complete a print request form located on the district's website.
2. Submit a signed/approved print request and the documents as an **Adobe PDF** form via e-mail to printrequest@saintmartinschools.org.
3. Forward the print request packet from your email, not directly from the copier.
4. 3-4 days is an expected turnaround time (during non-high volume times).

Please ensure the following before submitting your print request:

1. A print request is attached.
 - a. Check the page numbers
 - b. Number of copies.
 - c. 1 or 2-sided (no blank pages inserted please)
 - d. Stapled? Single or double (no binding)
 - e. Cover?
 - f. Color?
2. The document has been scanned into a PDF (**not Google Docs**).
3. Scan from copier to *your e-mail* and **verify**:
 - a. Page orientation is correct (landscape or horizontal)
 - b. All pages were scanned (check for page numbering, clarity, blank pages, etc.).
4. If there is more than one scanned document to 1 print request, they must be on the same email. (The page number on the request will reconcile with the pages attached).
 - a. Please ensure there are not multiple emails for 1 print request ex. (1/2 scanned document, 2/2 scanned document).
5. The print shop will print the request *as is*.
6. If you would like a delivery/read receipt, please choose that option when composing your e-mail. All documents are forwarded to the print shop within 24 hours of receipt.