

COPY CENTER GUIDELINES

1. Email orders: Please submit in this format.
 - a. **Subject line: Date Needed (FIRST), Color, Copies Needed**
 - i. Ex: 8/28, Blue, 50
 1. Single Document
 - ii. Ex: 8/28, Multiple
 1. Multiple Documents, Multiple Instructions
 - b. **Within the email order**
 - i. Name and Building (or department if you are in the HS)
 - ii. **COPIES X ORIGINALS = TOTAL**
 - iii. Color of paper
 - iv. All pertinent instructions (double or single sided, stacked or collated, stapled, 3-hole punch, etc.) Please follow the format of the order form (though you do not have to include the actual form). If you are including more than 1 document, please be consistent. This will help us maintain productivity and increase efficiency.
 - v. When multiple .pdfs are included, please make sure each request matches the exact label of the .pdf. (No abbreviations for first doc, second doc, etc.)
2. All work needs to be "COPY READY". Workbook pages are permitted if the edges are smooth and not jagged. Folds, wrinkles, curls, or excessive white out will cause the machine to jam and make copying difficult.
 - a. **REMOVE ALL STAPLES** from originals.
3. **Please DO NOT send documents through Google Docs or as links, due to access and formatting issues. Please DO send your documents as a pdf. Or Word attachment to your email.**
4. When filling out "originals", specify how many pages total are in the document(s). (For example, there might be one document with 25 pages. 25 would be the number of originals.) One sheet of paper with print on the front and back = 2 originals.
5. **For hard copies, indicate (in the special instructions) if your document is originally double sided.**
6. Do not mix one and two sided originals together. They need to be all one-sided or all two-sided.
7. On snow days, holidays, or when the office is closed, your orders may still be submitted through email. However, they will not be processed until the following in-person work day.
8. Please give a minimum of ½" margins on all sides of originals, if possible. This prevents any print from being cut off during copying.
9. For hard copy orders, complete and submit **2 order forms** with your request (carbon paper between order forms works good for this) **OR** 1 form and **1 return slip** with your Name and Building (can be a scrap piece of paper).

10. Check your work. This includes dates, spelling, page order, positioning of text (especially important on orders to be folded or cut). We do not proof orders. If there is an error due to circumstances mentioned above, we will reprint; however, your building/department will be **charged twice** for these orders. (When the error is on us, your building will not be charged for reprinting.)
11. Collating and stapling, and cutting are options for all orders. (**Please note:** the machine can double staple, THEN we cut in half using our guillotine-style cutter. We do NOT hand staple items.)
 - a. Collated: pages in order
 - i. Ex: 1 2 3, 1 2 3, 1 2 3
 - b. Stacked: pages copied separately and placed in separate stacks.
 - i. Ex: 1 1 1, 2 2 2, 3 3 3
12. The machine will take 8 ½ x 11, 8 ½ x 14, or 11 x 17 size paper. (We only have 11 x 17 in white.)
13. If sending a large quantity of collated papers, it is helpful to number the pages.
14. During peak times (holidays, **start of school**, exam time), please allow extra time for processing your order. This also applies to extremely large orders and color copies. **Next day service is not always possible.**
15. Reduction and enlargement of originals are options.
16. Personal copy service is available for a charge of (this may be subject to change):
 - a. \$0.02 per copy for black and white
 - b. \$0.05 per copy for color ink
 - c. \$0.05 per copy for 8 ½ x 14 and 11 x 17
 - d. \$0.06 per copy for cardstock
 - e. Non-profit only. Make checks payable to Northview Public Schools.
17. When making copy-ready originals out of books, place a sheet of blank white paper over the book to prevent excessive black borders.
18. For single-sided pages that you would like back to back, send all originals FACE UP. Do not send #1 face up and #2 face down, etc.
19. Half and Tri-fold are available, as well as 2-hole and 3-hole punch.
20. Multi-up is also an option for smaller print and less paper use. With 2 originals, the multi-up option will copy both pages on the same side.
21. Copyright laws should be strictly adhered to.