PRINT SHOP PROCEDURES

When submitting requests to the Print Shop, please abide by the following guidelines:

1. All requests should be submitted to the Print Shop via district mail (for hard copies), email (for pdf's and scanned originals), or if you so choose, you can come to our office at 450 S. Dowling Street, A-wing, room A-9.

2. A PDF printing request is available on our web page, which is located under "Departments", on the front page of the district's website. Click on the link, and it is ready to use.
3. All charges will be billed to a **standardized account number** contained in each campus and department budget. If you have a specific account number you want to use, please write it in the special instructions area or in free space next to the job description.

4. **Requests must be received at least two weeks in advance**. Campuses/departments will be asked to compensate Print Shop employees with funds from their own budget if overtime is required to complete requests turned in late.

5. Campuses/departments are responsible for proof-reading the information being submitted for printing.

6. **Only requests for 100 or more copies will be accepted.** Campuses/departments are asked to make copies at their own campus for smaller quantities.

7. For quality printing, Xeroxing, or color copying, a **print-ready computer file such as a PDF file is preferred.** If this option is unavailable to you, then a **paper clipped original copy (do not staple)** would suffice. Additional charges will be incurred for special finishing work requests and for typesetting/layout and design.

8. For poster printing, **PDF's are specifically required.** The poster printer is a **printer**. It is not a copier. Do not send hard copies. If you do, we will call you and ask you to provide a PDF directly from the program in which it was created, i.e., Word, InDesign, Photoshop, among others.

9. Color copying, poster & banner printing are available upon request. **Please note that a PDF file, as noted above, produces better overall print quality.** Also, banners take longer to run than do the posters. For example, an 8 foot banner can take almost an hour & a half to print each one. Plus, if you want a vinyl banner, more time will be needed to spray a clear coat protectant on it and install grommets.

10. Since P.R.I.M. will be signing for, picking up, and delivering completed printing jobs, please contact the P.R.I.M. office **only** if you have questions regarding the delivery status of **completed** printing jobs. Otherwise, please call the Print Shop office.

11. Special finishing work (stitching, binding, padding, 3 hole-punching, etc.) usually requires additional preparation and therefore requires additional time for completion.

12. Be sure to include the name of a contact person familiar with the request so that he/she will be able to respond to questions about the request should questions arise.

13. **Contact Info – Go to District Website find Print Shop under "Departments" on the main page..**