

COPY CENTER GUIDELINES

EMAIL ORDERS:

Subject line in this order:

- **Date Needed, Color, Copies Needed, Single or Multiple**

Email Body:

- Name and Building (or department if you are in the HS)
- **COPIES X ORIGINALS = TOTAL**
- Color of paper
- Bill to department
- All pertinent instructions following the format of the order form (double sided vs single sided, collated vs stacked, staple, 3-hole punch, etc.)
- 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.)
- Documents submitted through Google Docs will ALWAYS be downloaded and printed as a .pdf. Occasionally, that may change the formatting. If this is a concern, please submit .pdf directly in email, or as a Word document.

HARD COPY ORDERS (Fill out form completely):

- All work needs to be "COPY READY". Workbook pages are need the edges smooth and not jagged. Folds, wrinkles, curls, or excessive white out will cause the machine to jam and make copying difficult.
- 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.)
- **REMOVE ALL STAPLES** from originals.
- When filling out "originals", specify how many pages total are in the document(s). **Each side of print = one original. One sheet of paper with print on the front and back = two originals.**
- Indicate (in the special instructions) if your document is originally double sided.
- Do not mix one and two sided originals together. They need to be all one-sided or all two-sided.

ALL ORDERS:

- Please give a minimum of ½" margins on all sides of originals, if possible. This prevents any print from being cut off during copying.
- Collating and stapling are options for all orders.
- Half and Tri-fold are available, as well as 2-hole and 3-hole punch.
- 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.
- Reduction and enlargement of originals are options.
- 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.
- Strictly adhere to all Copyright Laws
- 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.**
- Copy service charges to be charged to your department:
 - \$0.02 per copy for black and white
 - \$0.05 per copy for color ink
 - \$0.05 per copy for 8 ½ x 14 and 11 x 17
 - \$0.06 per copy for cardstock