

Category: Operations

Policy Title: Print and Copy Services

Policy Statement: The GCCC Print Shop/Copy Center serves the entire campus.

Procedures:

Copy work: Black and White 1-2 day turn around

1. All Black & White copy work turned in by 10 a.m. will be delivered THAT afternoon.
2. Black & White copy work that is 50 or more pages, should be handled by the copy center. **(example:** 1 original x 50 copies, 5 originals x 10 copies, 25 pages – front and back, etc.)
3. Black & White Copies under 50 should be made in your building
4. All copy work must include: Date to be delivered by

Print jobs: Should be turned in 2-3 days before delivery

This includes:

1. Color Printing
2. Black and White or Color Printing over 2,000 pages total (example: 157 originals x 15)
3. 2 or 3 Part forms
4. Requires Bindery (spiral, comb)
5. Design, layout, hand collating, and any other special printing requests should be requested 2 weeks before delivery
6. Business Cards are printed at the end of each month

Delivery times are subject to change during in-service, special event production and maintenance on printers, computers and bindery equipment

Contacts: Vice President for Administrative Services

Approved Date: 1/10/2017

Policy History: 8/1/10; 5/1/12; 9/1/2016

Keywords: print, copy

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