LAMAR CISD

2023-2024

GRAPHIC ARTS PRINT SHOP

BROCHURE V. 8.0

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"The secret of change is to focus all of your energy, not on fighting the old, but on building the new"

Socrates

PRINT SHOP HOURS

Regular School Year
August – May
Monday – Friday
8am – 4:30pm

Summer Schedule
June – July
Monday – Thursday
7:30am – 5:30pm

Basic Jobs: 2 - 5 days
All orders must be submitted before noon

Specialty Jobs: 5 – 10 days
turnaround time depends on job complexity and workload

Turn-around times do not include weekends, holidays, or non-district business days. These turn-around times are standard, however they may be affected by peak season requests, i.e. beginning and end of semesters.

Jobs requiring design and layout may require additional time.

All print requests will be delivered to your campus via inter-campus mail unless specified otherwise.

Busy Season
April and November are the busiest months due to Graduation and winter break. Please keep this in mind and submit your jobs early during these months to avoid delays. Graphic Arts will send out email to remind everyone of deadline dates.

Please visit us
https://lcisd.org | community | graphic-arts

DIGITAL STOREFRONT FEATURES

Web Based Solution
Available wherever internet access is available. No district computer required

Graphic vs Text based Inteface (WYSIWYG) Environment
What you see is what you get! Preview of job on screen

Powerful Search tool

Budget Display
Most current Balance always displayed. Munis Balance behind a month

⬇ EFI PrintMessenger   🏷 Graphic Arts: $ 4950.00

Cost Estimates
Obtain the cost of your job prior to submitting

User Profiles
Access to account usage, saved jobs and files and order history

Order history & Re-Ordering
Lists all jobs placed, order#, Status, including links to previous orders placed

Status updates
provided via email at each stage of the process. Check your junk mail or clutter inbox

DIGITAL STOREFRONT FEATURES

Digital file submission
All jobs require a digital file to be submitted with your job.
Jobs cannot be processed without attached file.

Organized by Categories
All categories are designed to simplfy order process.
District/Department Forms, Printing, etc.

Store Items designed to simplify ordering
Options limited to what is relevant only

Order history control & re-Ordering
Similar to online shopping, Amazon, ebay

Editable Smartcanvas Templates
You control the Text information

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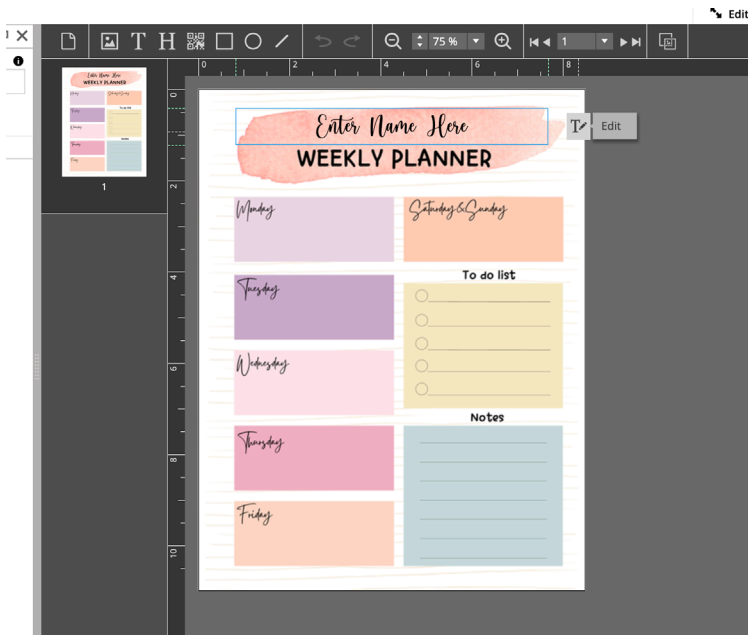
Updated Storefront Look

DEPARTMENT SPECIFIC CATEGORIES

Leveled Books A-Z, Rigby readers, Communications, LCISD Police, ROTC and Technology specific items for these departments only. Readers requires proof of license to order

Updated SRP Posters and Guides

Located in District/Department Forms Category. Posters and Guides were updated May 2021
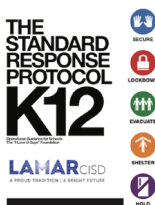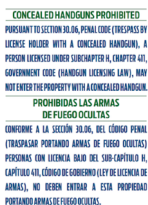
Variable Printing Capabilities

To the Parents of:	Name	Address	City	State	Zip Code

Excel file must be attached with job (.xlsx or .csv)
LCISD Graphic Arts Intranet Page
includes documents and contact information
Link to Digital Storefront
https://www.lcisd.org | community | graphic-arts

Updated Business Cards

Door Hangers
New synthetic media available upon request. Based on vendor availability. Upcharge added.

Label Printing
Peel off labels. Contact Graphic Arts for design options before ordering. www.avery.com/templates
Available in the following shapes

| Rectangular Labels | Circular Labels | Oval Labels | Square Labels |

Bookmarks
Available in Regular 2 x 6 and Custom sizes. Contact Graphic Arts for design options before ordering.

School Bucks
Mini: 1.75 x 4.25 and
Regular: 2.5 x 5
Contact Graphic Arts for design before ordering.

UV Unlimited
Coming Soon. GAPS can Print decals to a glued surface which then can be transferred to material of your choice; Wood, glass, metal or any other material you can think of.

Design guidelines must be followed. GAPS is not responsible for transfering.

WHAT WE WILL LEARN

What Graphic Arts can do for you
Design & Printing Services
All jobs must be designed and approved before orders are submitted.

How to Navigate Digital Storefront
Categories and Items. Differences between items

How to Place orders
Choosing Options
Understanding the interface
How to attach Copyright forms to a job
Editing a placed order

How to Customize your orders
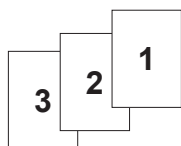Managing Special Pages
Formatting Documents
Editable Templates

How to order Custom Pads
Available in three sizes: Small(4.25x5.5) Medium(5.5x8.5)
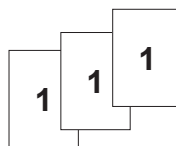Large(8.5x11)

How to order School Bucks
Available in two sizes: Mini (1.75x4.25) Standard (2.5x5)

Difference between Collate and Do Don't Collate

3 2 **1**	vs.	1 1 **1**
Collated		**Uncollated**

How the Budget and Billing Process works
Open year round

Managing the User Profile, Order History & Status

Logo Refresh/Update Process
- Request must be initiated by Campus Principal.
- Communications will review and discuss ideas w/ Principal
- Once approved, Campus Principal turns over to PTO or designee
to review options, run surveys etc.
- Campus Principal approves Final design option and request is submitted
to Graphic Arts.
- Graphic Arts will provide "sketches" and Campus Principal will give approval on Final
option selected
- Graphic arts will develop preferred logo and generate vector file
- Final Board Approval may be required

Logo Use Policy
For all outside vendors, a Logo use form needs to be filled out and approved prior to
Graphic Arts releasing the logos.
Vector files can not be released to vendors without the
approval. Logo use form is located @

lcisd.org | Community | Graphic Arts

Logo Forms

Need your Campus Logo refreshed or updated? No
problem.
Start by filling out the Logo Refresh/Update Form. All
Logo refresh requests MUST be initiated and approved
by Campus Principal. Once form is filled out, please
send to Communications.

If you simply need to share your logo with an outside
vendor, fill out the Logo use form below and send to
Director of Community Relations for approval. Once
approved, Graphic Arts will release logo.

📄 Logo Refresh/Update Form

📄 Logo use Form

PLACING YOUR ORDER

1

Sign in
(Users must be signed in to see all categories and to place orders)

2

Find Category and Select Item
All jobs must be entered under the proper Category and item.
Please note: All Large Format items such as Banners, Posters, Yard signs must be designed by our Graphic team before submitting. Please contact Graphic Arts prior to ordering

3

Attach Digital File
(Attach Copyright under Approvall options if required.) Always attach digital file (word, excel, publisher, etc.) File must include all pages needed and must be formatted correctly prior to entering order.

4

Enter Job Name and Quantity
Enter an appropriate job name and always enter the number of copies required in the Quantity box

5

Select Print & Finish Options
Check all Print & Finishing options required before submitting work order

6

Preview Job and Review Price
Visually check all pages of your jobs with the on-screen preview. Verify price before submitting order. Note: If you do not see a price, something is wrong. Adjust options or Contact Graphic arts. Do not Proceed!

7

Agreement when submitting job

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

✔ I Agree

8

Review Job and Proceed to Checkout
If required to select the requested date, select the highlighted day to avoid Rush Fee

9

Proceed to Payment
Cost Center is already entered based on your account information

10

Place my Order
Once order is placed you will see your order receipt

Order Confirmation

✔ Shipping   ✔ Payment

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order #	Status:	Order Date: 10/21/2021 12:25:26 PM CDT
10726	User approved	Due Date: 11/2/2021 8:00:00 AM CDT
	As of 10/21/2021 12:25:27 PM CDT	

Wrong Category and/or product selected

1

It is important that the printed product is entered in the proper Category and the proper Product item is chosen. Since each Product has been designed with specific options that are relevant to what is being ordered ordering should be much more streamlined.

All options are not chosen

2

Choosing the options is critical as the job will print based on which options are selected. While adding notes is great, it should not be a substitute for selecting all the options.

Please note that adding special instructions is not a substitute for selecting all the options.

All Options must be selected

(3) **Jobs are not designed to Final Print Size and/ or final height and width are not entered**

"All" print jobs must be designed to the Final Print size! This means if you are preparing a card that is 2 inches by 4 inches when cut, then the file you create for your card must be that size. For example, the card can't simply be placed on an 8-1/2" x11" sheet.

In addition, to ensure accurate pricing and proper cutting, it is essential that the Final Width and Height be entered.

PROPER DESIGN

WRONG

8-1/2"

11"

CORRECT

4"

2"

Select Final Width and Height

Enter the width and Height
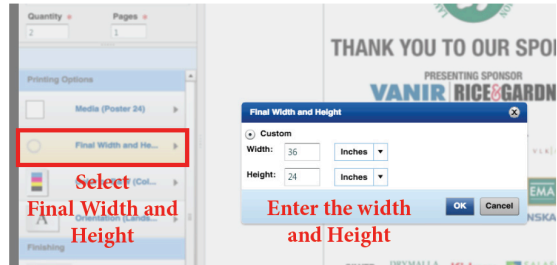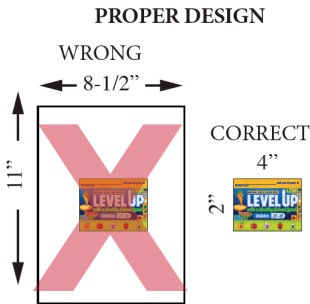
In addition, make sure that Orientation is set correctly.

(4) **Images scanned are not High Resolution**

Unless scanned to a higher resolution the outcome of your print may suffer. For best results scan images to at least 300 dpi, Furthermore, Avoid scanning copies of copies. If possible, using the original file or recreating an original would be preferred.

(5) **Jobs not reviewed prior to submittal (WYSIWYG)**

Do not submit order if anything looks off. What you see in your preview is what will print. While DSF includes a pre-view of your job, it is important that the preview represents what you need printed before submitting the work order. For example, If you want your document on yellow paper, your preview should show Yellow paper.

OUR GUIDELINES

MAGAZINE & BOOKLET SUBMISSION GUIDELINES

Graphic Arts can help you design your jobs for you. Some things to keep in mind when submitting information for our Designers.

BUSY SEASON (April and November) - all jobs must be submitted to Graphic Arts by first week of the month or as directed by Graphic Arts. Jobs must be submitted no later then the end of the work day. Jobs submitted after workday is completed require pre approval by graphic arts.

Graduation Printing is a priority in the month of May, all other jobs required for the end of the school year must be submitted and "Ready to print" by required due date in order to ensure job gets printed. Graduation Printing will take precedent.

TEXT INFORMATION - Provide all text information to our designers in either, WORD, EXCEL OR via EMAIL. Designers must be able to copy and paste your text into our templates.

IMAGES/PHOTOS - Everything will be printed in Color if it is provided in color. All images and photos must be submitted in JPG, PNG or TIFF format. Preferably, all images would be submitted as High Resolution, 300 DPI or greater so that image quality does not suffer when printing. If images are copyrighted a release form must be provided to our designers for Graphic Arts to use.

"NO WORD" - Sending a photo as part of a word file is a no no. Word compresses the image, which in turns reduces the quality and thus reduces the quality of the print job. Please DO NOT submit photos or images in Word!

SEPARATE INFO - Please avoid sending photos and verbiage together in one file unless it is created in Photoshop, in-Design or Illustrator. We do not accept Publisher files. Separating file info allows our designers to select the images and text separating so that information can be controlled and edited individually. This allows our designers to setup the files much quicker.

Organize photos in folders and name them so that our designers can locate images quickly.

PAGE MINIMUMS AND MAXIMUMS - All programs must be laid out in multiples of 4. If there are less than 4 pages a blank page must be inserted to replace the missing pages. Our copiers have a 60 page maximum on anything required saddle stitch(two staples on the crease). Please note, anything over 60 pages will need to be printed as a Bound GBC booklet.

MAGAZINE OR BOOKLET SUBMISSION GUIDELINES

INFORM BUSINESSES - Please remind businesses who are submitting ads to provide a High Res Digital file. Print outs or scans are not recommended as the quality of the print will suffer. Please note, our team will not rebuild logos. Please make sure to get a quality logo from the business.

SUBMITTING ART WORK TO DESIGNERS - Please submit all your information to either: john.garrou@lcisd.org or mariana.diaz@lcisd.org. In addition, please copy. jcarmona@lcisd.org. Future Digital Submittal form will be developed.

If there are multiple images or photos, you have the following options.
- Place files on a Flash Drive. Send to Graphic Arts attention Mariana Diaz or John Garrou
- Compress folders with images and submit via email.

REVIEW JOB – Before submitting the work order, verify that you have reviewed your document and it is good to print. Please inform your in-house approver so that orders may be approved. Jobs will not be printed without approval.

SUBMITTING WORK ORDER – All orders must be submitted via digital storefront by the appropriate due date. A 10 Day turnaround is required for all print jobs from the time the job is completed and "READY TO PRINT"

> **When our design team completes your job they will provide you with the "READY TO PRINT" PDF File. You will use this file to place your work order.**
>
> **Please DO NOT place a work order until your file is completed and Ready to Print.**
>
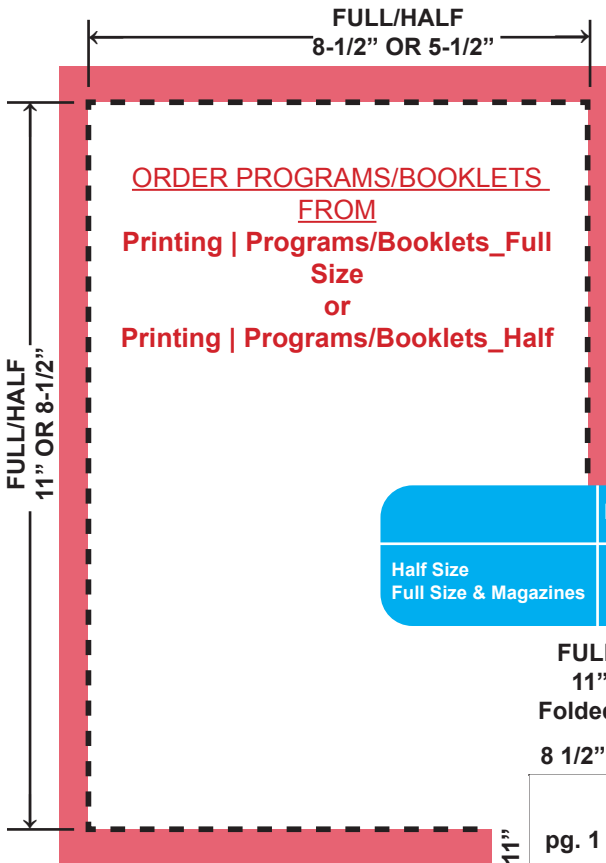> **All jobs will be printed based on due date.**

MAGAZINE OR BOOKLET SUBMISSION GUIDELINES

Programs, Magazines and booklets must be laid out as individual pages in multiples of 4 (20, 24, 28...). Magazines / Booklets are only available in Full Size and Half size only. All pages must be oriented Portrait and must not exceed 60 pages. Magazines are printed on Silk Text media. Any document that does not follow these guidelines will need to be corrected prior to submitting a work order.

Wrong Landscape

8 1/2"

11"

Correct Portrait 8 1/2"

11"
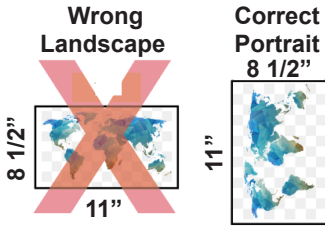
Graphic Arts will design your programs for you!

Jorge Carmona: jcarmona@lcisd.org
John Garrou: john.garrou@lcisd.org
Mariana Diaz: mariana.diaz@lcisd.org

FULL/HALF
8-1/2" OR 5-1/2"

FULL/HALF
11" OR 8-1/2"

ORDER PROGRAMS/BOOKLETS FROM
Printing | Programs/Booklets_Full Size
or
Printing | Programs/Booklets_Half

Red area indicates Bleed extents. All bleed information must reach this line in order to print Full bleed.

Black area indicates the 1/4" Trim margin. Text or information that you need visible should not exceed this line. This is where document will be trimmed.

White area is the for the main Document information.

	Final Program Size	Actual Page Layout size
Half Size Full Size & Magazines	**8.5x11 Folded in Half**	**8.5 x 5.5" 11" x 8.5"**

FULL SIZE
11"X17"
Folded in Half

HALF SIZE
8 1/2" X 11"
Folded in Half

8 1/2"   8 1/2"

5 1/2"   5 1/2"

11"

8 1/2"

pg. 1	pg. 2

pg. 1	pg. 2

SIZE CHARTS

BANNERS & POSTERS		
TYPE	**DIMENSIONS (INCHES)**	**NOTES**
SMALL	18" x 24"	Various media types available. $3.00psf
MEDIUM	24" - 36" x	
LARGE	42" - 60" x	

BOOKMARKS		
TYPE	**DIMENSIONS (INCHES)**	**NOTES**
REGULAR	2" X 6"	Contact Graphic Arts
CUSTOM	?	

COLOR COPIES POSTERS		
TYPE	**DIMENSIONS (INCHES)**	**NOTES**
REGULAR	11" X 17"	Full bleed requires setup. Contact Graphic Arts
LARGE	12" X 18"	

CUSTOM PADS		
TYPE	**DIMENSIONS (INCHES)**	**NOTES**
SMALL	4.25" X 5.5"	Pads of 50
MEDIUM	5.5" X 8.5"	
LARGE	8.5" X 11"	

DOOR HANGERS		
TYPE	**DIMENSIONS (INCHES)**	**NOTES**
REGULAR	4.25" X 11"	Synthetic Per request only
SYNTHETIC		

ENVELOPES

Type & Envelope Size	Document size	COLORS/FINISHES
A2 - H 4 3/8" X W 5 3/4"	Designed to fit envelope	White
A6 - H 4 3/4" X W 6 1/2"	Designed to fit envelope	Ivory
A7 - H 5 1/4" X W 7 1/4"	Designed to fit envelope	Sand
A8 - H 5 1/2" X W 8 1/8"	Designed to fit envelope	Linen
A9 - H 5 3/4" X W 8 3/4"	Designed to fit evelope	White
CATALOG CRAFT 6"x9"	Designed to fit	White & Brown
CATALOG CRAFT 9"x12"	Designed to fit	Brown Only
CATALOG CRAFT 6 1/2" x 9 1/2"	Designed to fit	White Only
REGULAR #9 - 3 7/8" X 8 7/8"	Designed to fit	White & White w/window
REGULAR #10 - 4 1/8" X 9 1/2"	Designed to fit	Linen
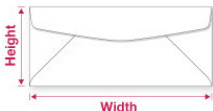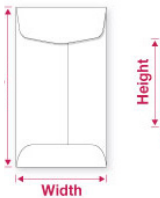
SIZE CHARTS

LABELS		
TYPE	**DIMENSIONS (INCHES)**	**NOTES**
Various shapes	Various sizes	Contact Graphic Art

LARGE FORMAT W / DISPLAY STAND		
TYPE	**DIMENSIONS (INCHES)**	**NOTES**
TABLE TOP	11" X 17"	Available by request only. Includes Display stand & carrying case
UTILITY STAND	24" X 36"	
FLOOR STAND	33 1/2" X 88"	Includes Display stand

POST CARDS		
TYPE	**DIMENSIONS (INCHES)**	**NOTES**
FLAT	5 1/2" X 8 1/2"	Designed to size. Refer to envelope size
FOLDED	DIMENSIONS VARY	

SCHOOL BUCKS		
TYPE	**DIMENSIONS (INCHES)**	**NOTES**
MINI	1.75" X 4.25"	Available on color media. Please contact Graphic Arts
REGULAR	2.5" X 5"	

TICKETS		
TYPE	**DIMENSIONS (INCHES)**	**NOTES**
EVENT	1 3/4" X 5 1/2"	Numbering & Perf available
PROM	2 3/4" X 5 1/2"	
CUSTOM	?	

YARD SIGNS		
TYPE	**DIMENSIONS (INCHES)**	**NOTES**
REGULAR	18" X 24"	includes frame

All items must be designed to Department Guidelines prior to submitting order in DSF. Please contact Graphic Arts for design assistance.

Our Graphic Arts team will Design and layout your jobs at NO COST!!!!

**Please contact
Jorge Carmona: jcarmona@lcisd.org
John Garrou: john.garrou@lcisd.org
Mariana Diaz: mariana.diaz@lcisd.org**

OUR TEAM

BLACK AND WHITE COPY CENTER

Jacqulyn Cobbin 832.223.0339

High speed B&W Copiers up to 11 x 17 – 320 PPM

Backup Copier – 140 PPM
Click charge $0.0032 per click + Cost of media

In-line Capabilities
Booklet Maker, GBC and 3-hole Punch
Booklet Maker can print up to 220-page book

Electronic File + Copyright form must be attached with all jobs

Ultra+ imagePRESS 6320 w/ Plockmatic BLM550+

VarioPrint DP140

COLOR & LARGE FORMAT COPY CENTER

Jerry Gania 832.223.0336   **Greg Mikes 832.223.0338**

2 High speed Color Copiers up to 12 x 18 – 110 PPM
Click charge $0.45 per click + Cost of media

Dedicated Envelope Printer up to 9 x 12 Envelopes

Large Format Color Printer: Colorado 1650
Prints Posters, Banners, Yard Signs and much more. Prints up to 54"
wide and length of roll. cost $3.00 Per SF + extras. Foam core mounting
available in certain sizes

Display stands

Available by Request
only Table Top Stand: 11x17
Utility Stand: 24x36
Floor Stand (33 1/2" x 88")

Xante X-55

Xante X-33

Canon 10010vp

Colorado 1650

Xante EN/Press

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GRAPHIC DESIGN TEAM

John Garrou 832.223.0336   **Mariana Diaz 832.223.0336**

Graphic Arts offers Professional quality
design solutions at NO COST
**Designers will create brochures, booklets, logos,
postcards and more. All images, logos and clipart
provided to designers must have copyright approval.
Please provide source image when possible.
All text and graphics must be provided to Graphic Arts
Word, Excel, or PDF. Please spell check prior to sending**

Design work is done on both Mac's and PC
**please submit all elements to the designers.(i.e pictures
for brochures, clip art you want to incorporate and all
text) Note: Graphic Arts is not responsible for any
spelling errors.**

PLEASE NOTE, ANY ITEMS CREATED USING CANVA
OR ANOTHER NON ADOBE SOFTWARE MUST BE
GENERATED PER GRAPHIC ARTS GUIDELINES.

PLEASE CONTACT GRAPHIC ARTS FOR ASSISTANCE.

MAIL CENTER

Misty Wiegand 832.223.0340

LAMARCISD
A PROUD TRADITION | A BRIGHT FUTURE

LCISD MAIL CENTER
4901 AVE I
Rosenberg, TX 77471-3465

Tracking ☐
Invoice ☐
Return for Information ☐

MAIL WORK ORDER

Campus: _____   Date: _____

Originator: _____   Phone: _____

Email: _____   Department to be billed: _____

Is dated material enclosed? ☐ YES ☐ NO

	SEND MAIL		**INVOICE INFORMATION**	
LETTERS	_____	PIECES	Number of pieces: ____	Letters
FLATS	_____	PIECES	____	Flats
PACKAGES	_____	PIECES	____	Pkgs
CERTIFIED/RETURN RECEIPT	_____	PIECES	____	Priority
PRIORITY	_____	PIECES		
OTHER	_____	PIECES		

OTHER MAIL CENTER SERVICES OFFERED

Folding Inserting Packing/Mailing Print Addresses onto Envelopes

CALL THE MAIL CENTER IF YOU HAVE MAIL QUESTIONS OR CONCERNS, INCLUDING WITH USPS DELIVERY TO YOUR LOCATION, 832-223-0340

Date Received in Mailroom _____   Number of pieces mailed _____   Date Mailed _____
Date Mail Returned _____   Number of pieces returned _____
Reason for Return _____

Updated 2022

Mail Handling
For District and LCISD Campuses only.
USPS only. Mail Center does
not work with FEDEX or UPS.
Mail Center does not mail personal items.
Strictly school & business only.

Services Provided
Interoffice and USPS
Regular Mail ($0.60 per piece)
Certified mail ($6.85 per piece)
Mail Postage, Addressing for cards,
letters, and envelopes and news-
letters. (Requires mail merge file)

`

To provide the most cost-effective solu-
tions for all mailing needs meeting the
US Postal Service requirements. We
provide excellent service and consultation
to support Lamar CISD communications
throughout its
campuses and across the community.

Xante EN/Press

Neopost DS-95i

Neopost IS-6000

NOTES
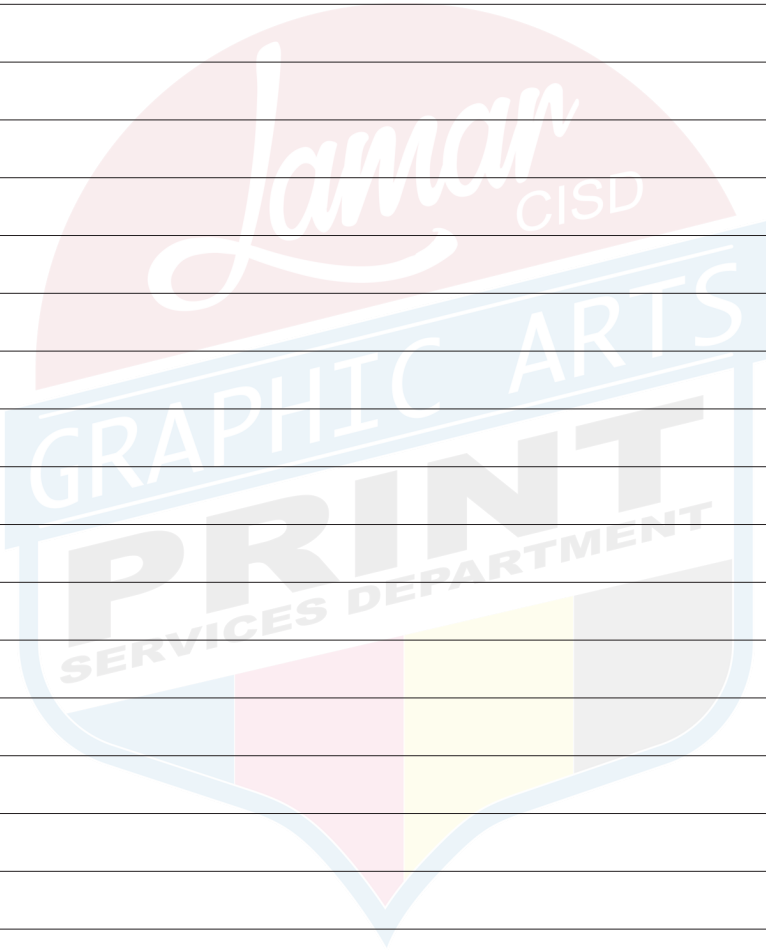
COLOR MEDIA

DUE TO SUPPLY CHAIN ISSUES, SOME MEDIA MAY NOT BE AVAILABLE

Astrobright available in 60# and Cover 65#

Color	Sizes
Celestial Blue	8.5x11 11x17
Cosmic Orange	8.5x11 11x17
Fireball Fushia	8.5x11 11x17
Galaxy Gold	8.5x11 11x17
Gamma Green	8.5x11 11x17
Lunar Blue	8.5x11 11x17
Orbit Orange	8.5x11 11x17
Planetary Purple	8.5x11 11x17
Pulsar Pink	8.5x11 11x17
Re-Entry Red	8.5x11 11x17
Rocket Red	8.5x11 11x17
Solar Yellow	8.5x11 11x17
Terra Green	8.5x11 11x17
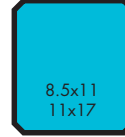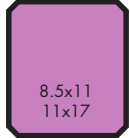
Astroparche available in 60# Text and 65# Cover
Textured finish look - Used for certificates only

Color	Sizes
Aged	8.5x11
Blue	8.5x11
Green	8.5x11
Natural	8.5x11
Sand	8.5x11
White	8.5x11
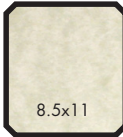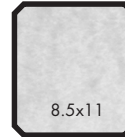
Bond 20#
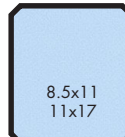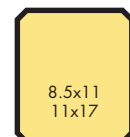
Color	Sizes
Blue	8.5x11 11x17
Buff	8.5x11 11x17
Gold	8.5x11 11x17
Gray	8.5x11 11x17
Green	8.5x11 11x17
Orchid	8.5x11 11x17
Pink	8.5x11 11x17
Salmon	8.5x11 11x17
Tan	8.5x11 11x17
White	8.5x11 8.5x14 11x17
Yellow	8.5x11 11x17
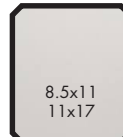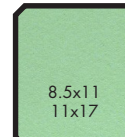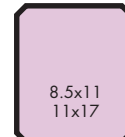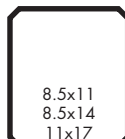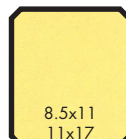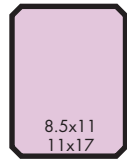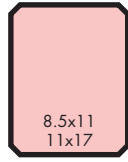
COLOR MEDIA / LARGE FORMAT

DUE TO SUPPLY CHAIN ISSUES, SOME MEDIA MAY NOT BE AVAILABLE

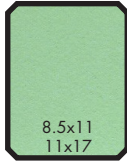## **Bristol Cover** is available in 67# - Cardstock

8.5x11 11x17	8.5x11 11x17	8.5x11 11x17	8.5x11 11x17	8.5x11 11x17	8.5x11 11x17
Blue	Gold	Grey	Green	Ivory	Orchid
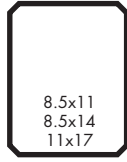
8.5x11 11x17	8.5x11 11x17	8.5x11 8.5x14 11x17	8.5x11 11x17
Pink	Tan	White used for Certificates, Posters & Fliers	Yellow
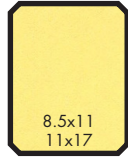
Index is available in 110#

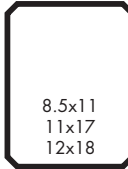|	
8.5x11 11x17	8.5x11 11x17
Buff	Salmon

8.5x11
11x17

White

Index has a smooth, hard surface and comes in 110 lb. Our heaviest stock and comes in two colors; Buff and Salmon.

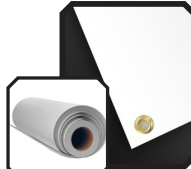## **Silk** is available in 80#
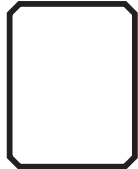
8.5x11
11x17
12x18

Text & Cover

Silk Paper, is coated paper just like gloss, but is somewhere between a gloss and a matt finish. It has a slight sheen to it, without having that mirror-like shine of a full gloss.

Programs and Booklets are printed on Silk Text

Large Format

Scrimm Banner Vinyl

Vinyl Banner Mesh

Premium Coated media

All Large Format Posters and Banners comes in Rolls 24" - 54"

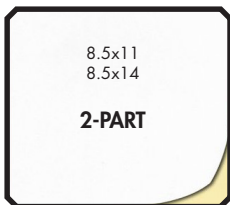All pricing is based on media used and options selected.

Pricing

Banners & = $3.00sf Mounting = $5 per Poster Posters

Banner w/Display stand
$189.50 each
Final size 33.5" x 88"

NCR - Carbonless Paper

8.5x11 8.5x14 **2-PART**	8.5x11 8.5x14 **3-PART**	8.5x11 8.5x14 **4-PART**
White/Yellow	White/Yellow/Pink	White/Yellow/Pink/Gold

THINGS TO REMEMBER

1 Access to Digital Storefront through our website
https://www.lcisd.org/community/graphic-arts

2 All orders must be submitted via Digital Storefront, our
online ordering system. No work will be completed
until work order is submitted.

3 A 5-10-day turnaround is required for all speciality
jobs. 5-10 days start once all documentation is
submitted and is "Ready to Print". Turn around times
takes into account a M-F work schedule or M-Thurs
work schedule during the summer. Rush jobs must be
pre approved prior to submittal.

4 A visual representation of your job is available when
placing your order. WYSIWYG - What you see is what
you get. Always review all pages before summiting

5 Adust "all" print and finishing options as required
before submitting job. Orders will be printed based on
options selected.

6 Send "text heavy" files as Word documents. Designers
do not re-type scanned or handwritten documents.

7 Be sure to edit and spell check your document carefully
before submitting your order.

8 All jobs will be billed to campus budget code. Credits will
be issued by accounting.

9 Copyrights approvals must be submitted with job.
Printing will not commence without copyright.

10 Once a project has been submitted and printed, a new
order must be placed for reprint.

NOTES
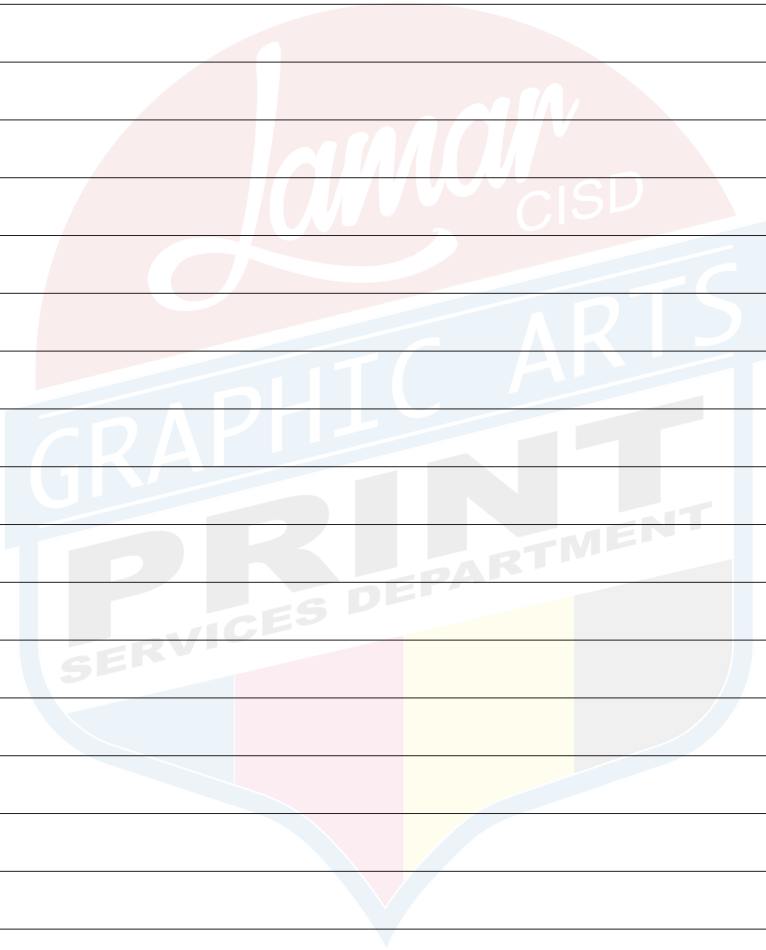
NOTES
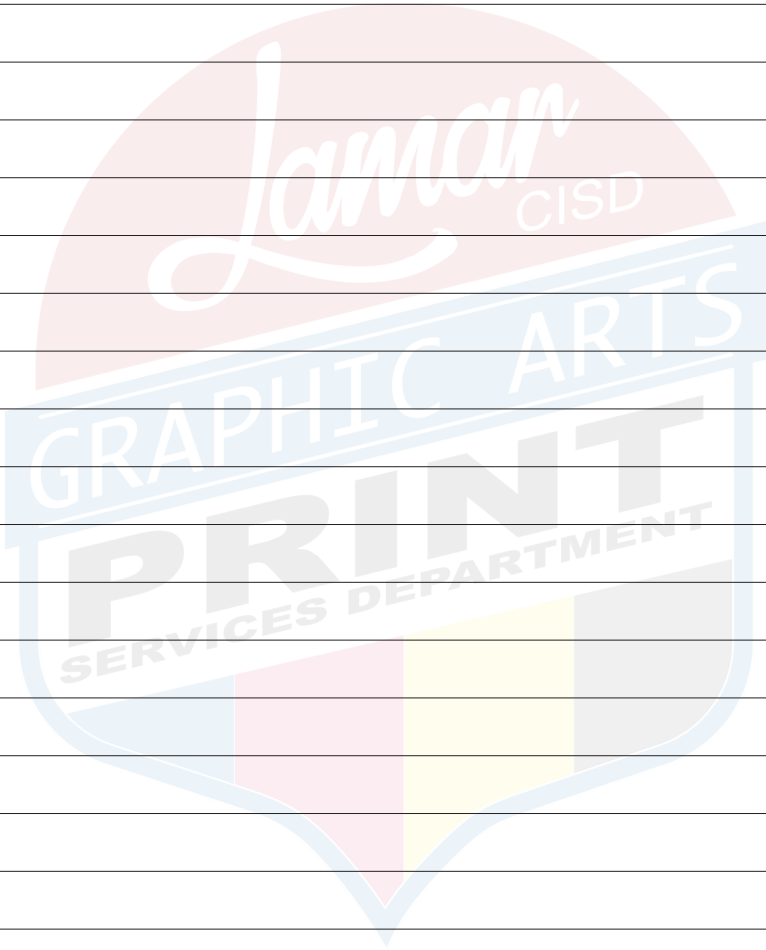
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