



ACC PRINT SHOP GUIDELINES

How to Submit Jobs

Hardcopy

You may submit hardcopy jobs by bringing or mailing them to the print shop along with a completed *Quick Copy Job Ticket*.

Digital

To send digital files, please select the appropriate Fiery driver from your list of computer printers. Select *Print Shop–BW* for black and white jobs. Select *Print Shop–Color* for color jobs.

We do not accept jobs sent via email.

Hours of Operation

Spring/Fall

Monday-Thursday: 7:30 a.m. - 5:30 p.m.; Friday: 8-11:30 a.m.; Closed from 12-1 p.m. daily for lunch

Summer

Monday-Thursday: 8:00 a.m. - 5:00 p.m.; Friday: Closed; Closed from 12-1 p.m. daily for lunch

Policies

- Allow **24 hours for b/w copy jobs** and **48 hours for color prints and jobs requiring binding**.
- Color copies are charged at the rate listed on the back of this sheet.
- Please leave hardcopy jobs in basket in Copy Center or in **G117** (not on counter).
- Please do not send students/student workers to pick up **tests**.
- All copy jobs must be picked up. There are no deliveries by inter-office mail.
- Submit marketing materials to Director, Marketing & Media for approval prior to sending the Print Shop.
- Reprints due to content errors will be charged to client's budget code. Please review your job carefully prior to submission.
- Business cards are printed on or near the first day of each month.

Tips

- Off-campus employees should send digital jobs through an on-campus administrator.
- Order more copies than you think you need. It is more costly and time-consuming to reprint additional copies.
- When sending jobs through the Fiery, enter details about your job in the Instructions box only. Click "OK" when complete and then click "Print".

Troubleshooting

- If your fiery software has issues call IT Help Desk, **ext. 3544**
- For issues with walk up copiers, call Purchasing, **ext. 3618**



ACC PRINT SHOP GUIDELINES

Color Printing Prices

CC1	8.5"x11" & 8.5"x14" Flyer 1-side	\$0.15
CC2	8.5"x11" & 8.5"x14" Flyer 2-sided	\$0.30
CC3	8.5"x11" & 8.5"x14" Index 1-side	\$0.20
CC3.5	8.5"x11" & 8.5"x14" Index 2-sided	\$0.35
CC4	8.5"x11" & 8.5"x14" Cardstock 1-side	\$0.20
CC4.5	8.5"x11" & 8.5"x14" Cardstock 2-sided	\$0.35
CC5	11"x17" Flyer 1-side	\$0.25
CC6	11"x17" Flyer 2-sided	\$0.35
CC7	11"x17" Cardstock 1-side	\$0.30
CC8	11"x17" Cardstock 2-sided	\$0.40