• All regular (small) jobs require one day to be completed

• Large duplicating jobs require at least one week’s notice

• Original documents will be returned in good condition

• Files sent electronically must be approved by the Chairperson/Director of the department before job is started

• Duplicating requests of less than 1000 copies will be completed in two business days

• Duplicating requests greater than 1000 copies will be completed in two to four business days

• Departments will be billed at the end of the respective quarter by the Office of Campus Office Services

• To ensure that your print jobs are produced, processed and priced accurately, consult with a Print Shop Staff member

• Copy/print jobs of 100 sheets or less must be done on the respective department copier