General

The college maintains an extensive in-house printing service with many and varied capabilities for use by in-house departments/offices and local community based non-profit and governmental entities. To utilize the College in-house printing service to the fullest, College departments/offices should consult with the Print Services Department before having printing done off campus. A properly completed Printing Requisition Form, obtained from the Print Services Department, is required when requesting printing services.

All College departments are encouraged to utilize the in-house printing services whenever possible. The cost of supplies, paper, and materials used in the production of printing is charged back to the requisitioning department's cost center (Attachment B).

All local community based non-profit organizations and governmental entities printing charges are based upon the actual cost of production including labor, supplies, paper, and materials.

Authority

Executive Vice President for Business and Finance

Responsibility

Budget and Compliance Manager
Supervisor of Printing Services

Procedure

1. All printing jobs must be accompanied by a **properly completed** three-part Printing Requisition Form, CCM 0001 (Attachment A). The requisition may be handwritten and must be legible. The bottom copy should be retained by the requisitioner. When emailing a job, a digital Print Requisition Form is required with the pdf artwork.

2. The printing requisition form shall include a valid budget account number, in the box provided, for charge back. Printing job cost estimates are available upon request from the Printing Department (Attachment B). Please note: Printing Services does not keep track of department's printing budgets, if an expensive job is necessary, please confirm with your department that you will not exceed your budget.

    Print job requisitions received from local non-profit and governmental entities should include a purchase order number or contract reference number.

3. Completed printing requisition forms, along with copy-ready originals or artwork, may be submitted through interoffice mail, U.S. Mail, or brought to the Printing Services Department front window, Monday – Thursday, 7:30 a.m. to 7 p.m. and Friday 7:30 a.m. until 4:00 p.m. (times may vary). Jobs may be sent by email, PDF artwork required and accompanied by a digital Print

Request. If you do not receive a confirmation of receipt from one of the staff, then we did not receive your order. Follow-up may be necessary. **Exams are not allowed to be handled by students**. All printing requisitions are time and date stamped upon receipt.

4. Copier work is generally scheduled to be completed in three to five working days from receipt. Due to volume, exam work should be submitted five workdays prior to due date.

5. Short-run, fast-turnaround "While You Wait" copier service is available on a first-come/first served basis and can be delayed if brought in at peak times (finishing is limited to stapling). A surcharge of .75 cents will be applied to "While You Wait" work, with a .50 cent surcharge applied to overnight service. Any emailed "While You Wait" or "Overnight" work must be accompanied by a phone call to the office to verify that it is possible to meet the time frame needed.

6. Color copies usually require a pdf file for the best quality. There isn't a "While You Wait" service for color copies.

7. Custom work (run on offset printing presses and limited to two colors) is generally scheduled for ten workdays for completion from receipt. For unusually large, complex, or special ordered paper, please consult the Printing Supervisor well in advance for scheduling. There isn't a "While You Wait" service for custom work.

8. Simple work requiring typesetting (business cards, changes to forms, letterhead, etc.) should be discussed with the Print Shop. Generally, depending on size and complexity, two to seven workdays are required for completion of typesetting. Proofs of typesetting will be sent to requisitioner for approval prior to printing. Work requiring graphic design should be scheduled in advance with the college's Marketing Department.

  * **Every attempt is made to meet important deadlines, so if a particular time frame is needed, please bring this to the attention of Print Services personnel.**

9. Completed printing is to be picked up in a timely manner by the requisitioner by presenting the retained copy of the printing requisition form. At NO TIME are students to pick up exams. Special arrangements may be made by the requisitioner through Receiving & Distribution or Plant & Maintenance departments for pick up of large orders. Please note: if a job is needed "While You Wait" or "Overnight" pickup is recommended. All completed printing is returned with originals and a copy of the printing requisition form.

    Due to limited access on College pathways, all external customer completed printing jobs will be made available at the Warehouse no later that 9 a.m. the morning following the actual completion of work. Customer pick up at the Print Services Department can be arranged by contacting Printing Supervisor as long as no vehicles are required to access the College pathways.

10. The production cost of printing is reported to the Accounting Department and charged back to the appropriate department's cost center account on a monthly basis. The Accounting Department is also responsible for invoicing all external customers.

Attachment A

DIGITAL PRINT REQUISITION - ALL INFORMATION MUST BE FILLED OUT

PRINTING REQUISITION

NAME				
LAST NAME				
INITIAL	DEPT.	PHONE NUMBER	DATE SUBMITTED	DATE ORDER NEEDED*

Account Number REQUIRED

☐ **EXAM**
EXAMS MUST BE PICKED UP BY FACULTY OR STAFF ONLY!

IS TYPESETTING REQUIRED?
☐ NO ☐ YES   Email to send proof: _____

TITLE OR DESCRIPTION OF WORK

PRINTING INSTRUCTIONS

NUMBER OF ORIGINALS SUBMITTED REQUIRED [ ]

COPIES OF EACH REQUIRED [ ]

PAPER SPECIFICATIONS
☐ ONE SIDE ☐ 2 SIDES ☐ MIXED

TYPE OF PAPER:
REGULAR BOND **COLORS**
☐ WHITE ☐ PINK ☐ YELLOW
☐ GREEN ☐ IVORY ☐ BLUE
☐ CCM LETTERHEAD ☐ OTHER: ____

☐ OVERHEAD TRANSPARENCY

NCR SETS
☐ 2-PART
☐ 3-PART
☐ 4-PART
☐ 5-PART

SIZE
☐ 8 1/2 X11 (STANDARD)
☐ 8 1/2 X 14
☐ 11 X 17
☐ OTHER ____

COVER OR CARD STOCK

Color*
*Check with Printing to see what colors are available. ____

BINDERY INSTRUCTIONS

BINDING
☐ COLLATE
☐ STAPLE
☐ BLACK TAPE
☐ FOLD
☐ PUNCHING
☐ CUTTING
☐ OTHER: ____

PADDING
Number of Sheets Per Pad (50 Min.) [ ]
Number of Pads [ ]
Glue Edge
☐ Top ☐ Left

☐ **COLOR COPIES**

*PLEASE NOTE:
Any rush job needs to be confirmed with the Print Shop by calling ext. 5262

FILES MUST BE SUPPLIED AS PDF. (Please confirm files are correct before sending)

FILE NAME: _____

SPECIAL INSTRUCTIONS: _____

SHIPPING INFO:
☐ Pickup
☐ Interoffice
☐ Mailroom
☐ Email

Location _____

DIGITAL FORM 11/21

ATTachment B

CCM Copier/Color Pricing Worksheet

CCM COPIER/COLOR PRICING WORKSHEET

	#of each		cost each	add	
Basic Charge				=	.15
While-You-Wait (Not for 5-7 p.m.)				=	.75
Overnight				=	.50
IMPRESSIONS		x	.005	=	
8 1/2 x 11 20# White (Copier Paper)		x	.008	=	
Binder Tape		x	.40	=	
Clear Transparencies		x	.75	=	
Copier labels (Pre-cut)		x	.45	=	
8 1/2 x 11 24# Navigator		x	.017	=	
8 1/2 x 11 20# Rag Bond		x	.017	=	
8 1/2 x 11 20# Color Bond		x	.01	=	
8 1/2 x 11 60# Color Offset		x	.028	=	
8 1/2 x 11 28# Color Copy Digital		x	.028	=	
8 1/2 x 14 20# White Bond		x	.009	=	
8 1/2 x 14 20# Color Bond		x	.012	=	
8 1/2 x 14 60# Color Offset		x	.022	=	
8 1/2 x 14 67# White Bristol		x	.04	=	
8 1/2 x 14 67# Color Bristol		x	.043	=	
8 1/2 x 11 90# White Index		x	.034	=	
8 1/2 x 11 90# Color Index		x	.036	=	
8 1/2 x 11 65# White Cover		x	.053	=	
8 1/2 x 11 80# White (B.C.)		x	.08	=	
8 1/2 x 11 White MacTac		x	.25	=	
11 x 17 60# White Offset		x	.03	=	
11 x 17 28# Color Copy Digital		x	.056	=	
11 x 17 70# White Offset		x	.04	=	
11 x 17 70# Color Offset		x	.05	=	
11 x 17 67# White Cover		x	.05	=	
11 x 17 67# Color Cover		x	.053	=	
8 1/2 x 11 (2-Part Set)		x	.045	=	
8 1/2 x 11 (3-Part Set)		x	.07	=	
8 1/2 x 11 (4-Part Set)		x	.10	=	
8 1/2 x 11 CCM Letterhead		x	.065	=	
8 1/2 x 11 Parchment		x	.04	=	
8 1/2 x 11 Nevertear		x	.75	=	
12x18 Nevertear		x	1.25	=	
Fold down boxes		x	.65	=	
Color Copies					
Color Click Charge (per side)		x	.12	=	
Black Click Charge (per side)		x	.02	=	
☐ Other				=	
☐ Paper supplied				=	- 0 -

Total:

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