

PRINT SHOP GUIDELINES

Hi, I'm Darlene Meuchel, and I manage the print shop. The Print Shop is located at the Brave Center. **Please read and follow these guidelines. It will help printing to run more smoothly and efficiently.**

There will be only one pick up and delivery per day. It will be done between the hours of 9:00 and 10:30 am. Marikay Nelson, will be doing the pickups/deliveries. If by chance there is a conflict in the delivery time, she will let the secretaries of each school know. If you missed the pick up time, you can always have someone bring your order to the Brave Center or you can email the request.

Print shop turn around time for completed orders will be less than 48 hours. For the most part, I have tried to get them out in a 24 hour time span. If it's longer than 48 hours, please be patient, it can only mean there's a problem. Also you now have the ability to email me your orders. The turnaround time on those orders is also within 48 hours. You can always call me to find out the status of your order. 751-6536.

PLEASE DO NOT use full sheet order forms. Only use the half sheet. It takes extra time for me to fold them in half or cut them to photo copy them. If I receive full sheet order forms, those orders will be done last. Place your orders in **BLUE** or **BLACK INK** only. Colored ink and pencil don't always come thru on the photocopy.

Make sure you circle your school and include your name on the order form and also include this on your email orders. Be careful how you place your orders into the buckets. Some come apart from their paperclip and some get caught in with other orders.

Always count your originals. Each sheet is considered an original. Specify how many you want of each original.

PLEASE DO NOT HAVE YOUR ORIGINALS STAPLED TOGETHER.

Always circle or include what you want done, i.e., back to back...single...collate, etc. Collating means to put pages in numerical order. If that's how you want it done, please be sure to let me know.

All originals should be on **WHITE** paper. Colored originals do not come out nice and clear and I can't always lighten them up enough to look nice. If there is tape on the originals, please be sure to let me know. Small pages in-between regular pages cause jams in the machines. I need to know these things.

No yellow sticky notes on the originals. I don't always see them and they end up going thru the machines, or copied unto the order. When that happens, I have to throw out the order and start over.

Printing from books must display a copyright notice or be accompanied by a letter of permission from the publisher and meet guidelines for classroom copying in a not for profit educational institution. Book copying time lines will be a lot longer.

I cannot do spiral binding at this time.

If there is a certain date that your order needs to be done by, please state that. A 24 hour notice would be appreciated.

We do have a color copier that is available for your use also. Due to the expense of this copier and the cost of maintenance as well as the cost of operating it, all color copying required of this machine will be subject to a fee. The fee is ten cents per copy per side. All copies run thru the color copier, be they color or black and white, will be charged out of your school supply accounts. You may want to get permission from your principles on color copying. **Please don't email for color copies. My color copier isn't connected to my computer yet.** All regular black and white copies that are run off the other machines are free to the schools.

I do not collate or staple construction paper. The machine does not do this. This has to be done by hand and it is very time consuming.

If your originals are printed too close to the edge of the paper, my machines have a margin edge and will cut it off, so please allow yourself a margin.

Cardstock Paper is 8 ½ X 11 in the colors of White, Blue, Yellow and Green.

11 X 17 Bond Paper...Only in White

8 ½ X 14 Bond Paper...Canary Yellow...Goldenrod...Pink...Green...Blue...White

8 ½ X 11 Bond Paper come in these colors: Blue, Yellow, Green, Pink, Energetic Orange (bright), Bright Yellow, Red (bright Magenta), Cobalt Blue, Beaming Blue, Fireball Fuchsia, Electric Red (bright), Arctic Orange (bright Tangerine), Flaring Fuchsia, Night Sky Purple, Borealis Blue, Orchid, Glowing Green, Goldenrod/Gold, White and Luminous Lime.

9 X 12 Construction Paper...Dark Brown, Light Green, Gray, Blue, Turquoise till gone, Scarlet till gone, Lilac, Light Brown, Holiday Green, Dark Blue, Sky Blue, Pink, Holiday Red, Salmon, Orange, Yellow, Black, White.

12 X 18 Construction Paper are in the same colors as 9 X 12

If the work orders are for summer school, fall work, or work that can be done over school breaks, please state that on the order forms so that I can set this work aside and do them over the breaks or summer vacation. The print shop is open over summer vacation.

Please...Do not wait 2 weeks before the beginning of a school year to turn your orders in. I get so swamped with orders all needing to be done by the first day of school, that it's impossible for me to get them all done by that date. I do realize some of the orders can only be turned in at that time but a lot can be sent sooner. I work in the print shop all summer. Please be patient in the month of September. That month I am extremely busy and I do try to get all the orders out in a timely fashion but my work volume is the highest during that month.

If you ever have questions, comments, or concerns, please don't hesitate to call me.

I look forward to working with all of you again.

Darlene