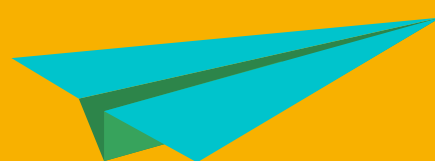


PRINT SHOP GUIDE

printshop@gcccks.edu
Cecilia Miller 276-0417



How do I submit a request?

ALL PRINT SHOP REQUESTS MUST BE SENT TO

printshop@gcccks.edu

PLEASE INCLUDE:

- ✓ Date Needed
- ✓ Detailed Instructions
- ✓ Attachments

When should I send my request?

BASIC COPIES--- submit request 1 to 2 days ahead
SPECIAL PRINTING-- submit request 3 to 5 days ahead
ASSISTED DESIGN-- submit request 1 to 2 weeks ahead
SIMPLE SUPPLY--submit request 1 to 2 days ahead

Basic Copy Request (Print-ready)

**Must be submitted by 11am
for same-day delivery**

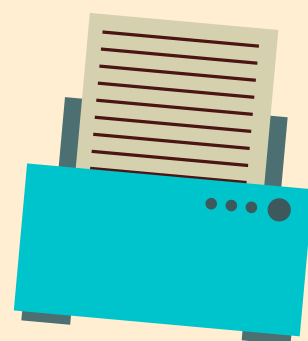
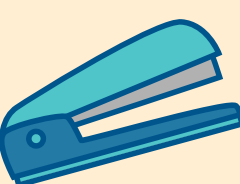
Your request is basic copy IF it:

- is 1,999 total pages or less (anything under 50 total pages can be printed in your building)
- is print-ready (no changes needed)
- needs to be printed in black or color ink
- is single or double sided
- needs to be stapled
- needs to be printed on colored paper

Please, send applicable PDFs and DETAILED instructions in the email to printshop@gcccks.edu



Paper Colors Available:
Blue; Pink; Green;
Salmon; Goldenrod;
Yellow; Purple; Buff;
Ivory



Special Print Request (Special handling)

**Must be submitted 3 to 5
days in-advance of desired
delivery**

Your request is special print IF it:

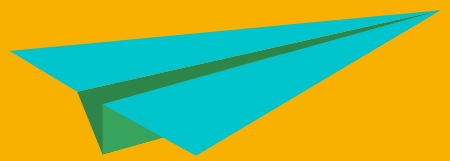
- is 2,000 total pages or more
- is print-ready (no changes needed)
- needs to be printed in black or color ink
- needs to be bound, folded, or collated
- needs to be printed on special paper
- needs to be cut to specific dimensions
- includes 2 or 3 part forms

Please, send applicable PDFs and DETAILED instructions in the email to printshop@gcccks.edu

Send **ALL** requests to printshop@gcccks.edu

PRINT SHOP GUIDE

printshop@gcccks.edu
Cecilia Miller 276-0417



Assisted Design Request (Graphics for marketing, presentations, etc.)

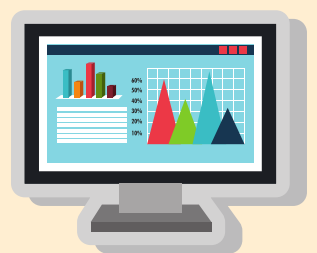
Must be submitted 1 to 2 weeks in advance of desired delivery

Your request is assisted design IF it:

- you need help making changes to an existing document
- you have a vision for a graphic document, but you need someone to make it come to life
- you do not have a vision for a graphic document, but you need help developing one
- you want to market an event or program
- you need to turn an existing file into another file type (i.e. jpg or png for social media, pdf for print, etc)

Please, send applicable PDFs, pictures, and a description of your project vision in the email to printshop@gcccks.edu.

A designer will contact you to discuss details, if necessary.



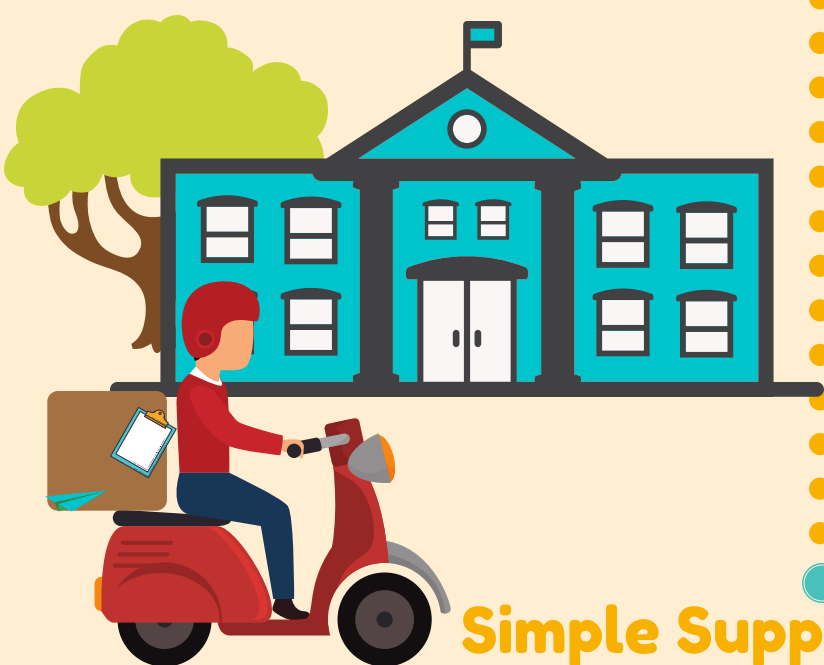
Delivery Schedule (When will you get your order?)

The Copy Center Route starts at 1:00 pm on regular business days

Delivery times are subject to change during:

- Inservice
- Special event production
- Maintenance on printers, computers, and bindery equipment

Emergency print requests are discouraged, but will be accommodated and delivered promptly, if possible.



Simple Supply Request (We offer more than copy paper!)

- Copy Paper
- Letterhead Paper
- Envelopes with Letterhead (with or without window view)
- 10 X 13 Envelopes with the "G"
- Presentation Folders Gold with "G"
- Expense Reports
- Trip Requests
- Scratch Note Pads
- Business Cards (Business Cards are printed at the end of every month)

Send ALL requests to printshop@gcccks.edu