

# PRINT SHOP/DUPLICATING GUIDELINES

## PRINT SHOP

### **THE PRINT SHOP ASKS FOR 24-HOUR NOTICE FOR COMPLETING BASIC COPY JOBS.**

I will make every effort to run your job as quickly as I can. Please let me know your deadline when requesting copies/prints. Also, please let me know which department needs to be charged for your copies.

### **ANY COPYING/SCANNING/PRINTING FOR PERSONAL JOBS WILL BE DONE AS TIME ALLOWS IN THE PRINT SHOP.**

You are encouraged to make photo prints at an actual photo printer location (CVS, Walmart, etc.)

### **DUE TO THE INCREASE IN REQUESTS FOR PERSONAL PROJECTS TO BE DESIGNED, I CAN NO LONGER PERFORM THESE SERVICES AS "FAVORS" TO NEMCC EMPLOYEES.**

I do not work on personal projects during work hours. I can provide you with my hourly rates for freelance projects if you need design help.

### **WHEN SENDING FILES TO PRINT, IT IS MOST HELPFUL IF YOU WILL SEND DOCUMENTS IN A .PDF FORMAT.**

This ensures that you will have a print/copy most closely reproduced to your original document. Sometimes fonts are replaced during the transition from a PC to Mac environment.

### **I CAN GLADLY HELP YOU WITH NEMCC GRAPHIC DESIGN PROJECTS.**

(Posters, brochures, logos, etc.) Please give me adequate time to complete your request and work it in with my normal workload.

## CAMPUS COPIERS

### **I AM IN CHARGE OF THE COPIERS ON CAMPUS. CONTACT ME IF YOU NEED HELP WITH:**

- **PAPER DELIVERED FOR YOUR BUILDING'S COPY MACHINE**

This is paper to be used specifically for copy machines.

Any copy paper needed for departments/staff printers needs to be purchased through the print shop.

- **YOUR COPY CODE DOESN'T WORK OR YOU NEED A COPY CODE SET UP FOR THE COPIER IN YOUR BUILDING.**

- **THE COPIER IN YOUR BUILDING IS OUT OF ORDER OR HAS A FAULT/ERROR.**

- **THE COPIER IN YOUR BUILDING IS OUT OF STAPLES, TONER, ETC.**

**PRINTING/DUPLICATING CONTACT:**

**NANCY NANNEY**

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