

## Printing Priority

### Robert's Rules of Order

We ask you to consider that during peak printing periods requests must be prioritized. As you arrange your work calendars and plan events, be aware of the lead time required to have printed materials prepared in time to meet your objectives.

#### Color Printing

When placing a request for color copies keep in mind there is a significant increase in cost compared to black copies.

#### Priority

Printing priority is assigned in two ways: first-come, first-served basis or a determination of the impact of the printed material.

***Jobs submitted electronically result in better quality.***

## Any Questions?

Please call 792-7204  
or e-mail:  
[quickcopy@sunyit.edu](mailto:quickcopy@sunyit.edu)



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Room A002, Kunsela Hall  
(315) 792-7204  
[quickcopy@sunyit.edu](mailto:quickcopy@sunyit.edu)



A GUIDE TO

## Print Shop Policy & Procedures

OR  
How to get  
what you want,  
when you want it.

## Print Shop Policy

### Robert's Rules

The department that generates a print shop request is responsible for the work. In other words, it will be assumed that all necessary clearances have been obtained by the requestor when material is submitted to the print shop.

**\* Any material being used off campus must first be cleared by the Public Relations & Communications Office.**

**Individuals or departments are responsible for:**

- proofreading final copy prior to printing
- furnishing a complete working dummy for design, printing and binding
- picking up and distributing printed materials
- obtaining a copyright release, when reproduced material bears a copyright

*The printing department is not authorized to, nor will it, reproduce material for an individual, group or agency outside of SUNY Institute of Technology at Utica/Rome.*

### Copyright

All copyrighted material must fall within the permissible guidelines of the copyright law, or have written permission from the author; it is the obligation of the requestor to obtain same.

## Normal Printing

### The Joneses Keeping Up

All printing services must go through the appropriate channels for normal turnaround. Jobs may be submitted by e-mail, disc, thumb drive or hard copy.

**All hard copy originals must be:**

- of acceptable quality
- good black copy (no photocopies)
- on white stock, one side preferred
- signatures, initials, etc., in black ballpoint pen (not felt tip)
- clean, that is, no scotch tape over image area
  - use whiteout to clean up all dirty areas
- **no pasteups**
- Whenever reordering a job, use originals
- All pages must be numbered and in proper order for collating and binding
- **All printing request forms must be filled out properly and signed by authorized personnel**
- Electronic submissions (e-mail), PDF preferred to: **quickcopy@sunyit.edu**  
**Print request form is needed for on-line jobs**

**Requests that can be done:**

- 20# to 90# paper
- black reproduction and full color
- insert tabs (may be printed)
- preprinted material may be inserted

## Quick Copy Service

### Keeping Up with the Joneses (Bob and Renee, that is)

#### Quick Copy

is the term we use for print on-demand.

#### Reproduction time

varies based on priority and workload. At times, the request can be given immediate attention or may be started the next day.

#### Collating and stapling

can be done for up to 200 copies of no more than 10 pages per report on the fast-service basis. When the requirement exceeds 200 copies of 10 pages, response time will be slower.

Keep these **quick copy guidelines** in mind:

- daily from 8:30 a.m. to 3:30 p.m.
- white paper only
- 8 1/2 x 11, 20-pound bond
- maximum of 300 copies of any original
- each printed side of a sheet of paper constitutes an original
- reductions, and enlargements
- 200 copies of a collate and staple job, with less than 10 originals