

# PROCEDURE

Number: 6.2.1.1  
Related Policy: 6.2.1  
Title: Printing Services Department  
Responsibility: Vice President of Finance and Administration

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President

## I. PROCEDURE

### A. Duplicating:

For all duplicating jobs requiring more than 100 **total** copies, contact the Print Shop for assistance in determining the most economical method.

### B. Printing Requests:

1. The Print Shop has the right to assume the work. If they cannot assume the work, the Print Shop will coordinate obtaining external vendor quotes.

#### 2. Printing Request Form

For each printing request, complete and have authorized a Printing Request form, available from the Print Shop at [print.services@hgtc.edu](mailto:print.services@hgtc.edu). Retain a copy for your records. Attach an electronic file or sample of your print job with the request. The print shop works in conjunction with the Marketing Department to confirm all branding standards are met in advance of printing. The job requestor is responsible for providing accurate information/data in the electronic or hard copy files that are presented for reproduction as well as for any artwork being created for the project.

#### 3. Deliveries

The Printing Request form should contain information as to the exact delivery location, including building and room number for accurate deliveries. Deliveries will be made by a combination of Print Shop personnel on the Conway campus, interoffice courier for any of the three campuses, and maintenance for paper deliveries.

C. Proofs:

The requesting department will be provided a proof of the print job for any job requiring design or changes. Exact repeats will not generate a proof. The requestor is responsible for checking the proof for content, spelling and punctuation and authorizing printing. If errors appear in the finished work that has been approved by the department, the department is responsible for reprint charges.

D. Bulk Mail Processing:

Consult with the Print Shop Manager when planning a bulk mailing so that important considerations such as indicia, size, type of envelope, and mailing weight are considered to reduce postage expenses and confirm USPS NCOA, National Change of Address, mailing addresses for lists greater than 100 names.

E. Charges for Print Shop Services:

Every department will be charged for use of copiers, paper and printed materials received from the Print Shop. All jobs will be monitored and priced in Print Smith (software tool located in the Print Shop). At the end of each month, the accumulated cost will be forwarded to the Accounting Department for charges to be applied to each departmental budget. Any questions or disputes may be reviewed by appointment with the Print Shop Manager who will have details of each transaction.

## II. SERVICES

A. Consultation:

Department personnel will assist all HGTC faculty and staff in determining the most economical and effective use of duplicating, printing and bulk mail services.

B. Composition and Layout:

The department has software, which includes a variety of type styles and layout capabilities. This software will create designs from multiple media. The Print Shop in conjunction with Marketing will provide professional layout services.

C. Printing:

Capabilities range from high speed copying for both black and white and full color. Paper sizes, weights and colors are available in a large variety of styles. See the Print Shop Manager for a full list of services or on our website [www.hgtc.edu/faculty\\_staff/print\\_shop](http://www.hgtc.edu/faculty_staff/print_shop).

D. Finishing and Binding:

Materials may be trimmed, collated, stapled, spiral bound, laminated, folded and a variety of other finishes. See the Print Shop Manager for a full list of services or on our website [www.hgtc.edu/faculty\\_staff/print\\_shop](http://www.hgtc.edu/faculty_staff/print_shop).

E. Bulk Mail Processing:

The Print Shop will stuff envelopes, print mailing addresses, compute postage, meter and deliver bulk mail to the US Post Office via the interoffice courier run.

F. Banners and Signs:

Equipment in the Print Shop will allow for any graphic or signs up to 64" wide and unlimited length on a variety of papers.

G. Shredding Services:

The work-study students in the Print Shop are available to assist each department with small shredding jobs.