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<b>Name:</b>	<b>Printing &amp; Duplicating Services – General Requests</b>
Policy Number:	2-4002
Origin:	Facilities Management
Approved:	1 April 1992
Issuing Authority:	Senior Director, Facilities Management
Responsibility:	Director, Housing & Conference Services
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Departments can submit print requests electronically through the Print Centre; contact the centre directly for instructions. Alternatively, departments may use the Print Requisition form available from the centre. Either method requires that all relevant job specifications be provided along with the budget code, date and quantity required. When requested, a proof of the job will be forwarded to the department for review and authorization before proceeding. When authorizing a proof departments are required to scrutinize all aspects of the job prior to approval (i.e., spelling, formatting, sample stock, finishing etc.)

The general rule of thumb suggests that photocopying should be diverted to the Print Centre if output will exceed 100 pages. This is a general rule however and departments are encouraged to use the centre whenever practical.

Depending on the design and quantity required, it may be more economical to produce material on a printing press. Print Centre staff are trained to make these determinations and will coordinate production of the material with the contracted commercial printer. Where costs of a print job are expected to exceed pre-defined thresholds the printing requirements must be tendered through the appropriate process (See [4-1013 Procurement – Competitive Quotations/Tenders](#)).

**MATERIALS DESIGNATED FOR EXTERNAL USE:**

Any printed materials designated for distribution outside the University community (i.e. posters, programs, brochures, invitations etc.) should be coordinated through External Affairs

to ensure adherence to University standards. Print Centre staff are trained to provide document creation and design services, at an additional cost to departments, and are mandated to ensure the published standards are followed at all times.

### **LEAD TIMES**

Lead times will vary depending on the size of the job and the time of year. End users should provide details on the date/time required when submitting the job and every reasonable effort will be made to meet that deadline.

### **PICK-UP / DELIVERY**

After completion, a copy of the job requisition is used as the return address label. Completed jobs are either deposited in the appropriate mail bin, held in the print centre for pick up or, in the case of bulk orders, delivered directly to the end user by Inventory & Distribution. Departments should indicate their preference in the space provided on the job requisition.