



What Services Are Provided?

What should be copied and what should be printed?

Offset printing usually calls for larger quantities, higher quality and has the option for specific PMS inks and a greater selection in paper and weights.

Photocopying usually provides a very good gray scale reproduction with very fast turnaround, online collating/stapling and computer networking.

Digital color copying provides professional four-color reproduction for your posters, postcards, brochures and newsletters.

“While-You-Wait” and “Same-Day” Copy Service are not available due to our busy production schedule. We do not offer typing services.

How to Submit Work

Complete a Printing and Copy Center Work Order Request Form (available at the Copy Center or online at www.elcamino.edu/myecc/forms).

- **In-person** at the Copy Center
 - Camera-ready (ready to copy) originals
 - Electronic files on CD or Flash Drive
- **Campus Mail** (see time requirements)
- **E-mail:** copycenter@elcamino.edu (Please fax a hard copy to the Copy Center 310-660-3946; include job description and contact info.)

We do not accept copy/printing requests via fax. Nor do we accept the use of faxed materials as originals, since that would compromise the quality of the output of your job.

The quality of the originals that you turn in greatly impact the outcome of your order. Wrinkled, previously stapled, and whited-out items can and will affect the appearance of your print job.

File types accepted when submitted electronically:

PDFs are preferred. When possible submit a hard copy so we can verify the file when we open and start your job. Word, Excel and Power Point files are acceptable. Publisher files are not accepted, neither are Corel Draw files. *We are able to accept math equations that have been created using Microsoft Equation Editor.

Copyright Information

We WILL NOT violate copyright restrictions. If you have copyrighted material that exceeds academic guidelines, please provide reprint permission with your order. If you are unfamiliar with copyright guidelines, please ask the Copy Center staff.

Pickup and Delivery

Materials may be picked up from the Copy Center between 7:30 a.m. - 4:30 p.m. Monday - Friday. Materials may be mailed to your division office. Allow an additional day for each direction when using the campus mail system.

There is no pick-up service at the Print Shop, unless it is cleared by the Production Coordinator.

After-Hours Pick-up and Delivery

For orders picked up or dropped off after 4:30 p.m. there is a box provided near the rear (north) entrance to the Copy Center. Work may be picked up and dropped off between 4:30 and 7:00 p.m. Monday through Thursday, by entering the Admissions Office on the northwest side of the Student Services Center. All other doors are locked everyday at 4:30 p.m.

Time Requirements

Our goal is one- to three-day turnaround. Turnaround times for all orders whether submitted by e-mail, hard copy or campus mail, begin upon receipt/acknowledgment by the Copy Center.

Orders submitted by e-mail will receive either an auto-response or a typed message stating “order received.” Orders sent after hours or on weekends will be acknowledged on the following business day. Hard copy requests (whether handed in as originals or via CD or flash drive) are stamped with the time received. The Copy Center stamp serves as the official time an order is submitted/received. Allow additional time for acknowledgement when using the campus mailing system.

Monday e-mail submission: order requests submitted on a Monday are processed after the after-hours and weekend jobs have been received. During busier times, an order submitted on a Monday might not be acknowledged until the following day.

The Copy Center

copycenter@elcamino.edu

Located in Room 103 of the Student Services Center
(south of admissions)

310-660-6522 • Fax 310-660-3946

Hours: Monday - Friday 7:30 a.m. - 4:30 pm
Closed Fridays during summer sessions

Sidney Smith, Production Coordinator



2008-2009 Fiscal Year

Sample Request Form

COPY/PRINT SERVICES REQUEST FORM

BLANKET P.O. NUMBER _____

DEPT. / DIVISION _____

PERSON AUTHORIZING REQUEST _____ PHONE/EXT. _____

CONTACT (If other than above) _____ PHONE/EXT. _____

JOB TITLE OR DESCRIPTION _____

DATE RECEIVED _____ DATE NEEDED _____
(FILLED IN BY PRODUCTION COORDINATOR)

OF ORIGINALS _____ TOTAL # OF COPIES _____

- I am the holder of the Copyright and give my permission to copy.
- Permission to copy is attached.

✓ Please check as appropriate:

STOCK <input type="checkbox"/> White Bond <input type="checkbox"/> Colored Bond <input type="checkbox"/> Card Stock (Index) <input type="checkbox"/> Transparency <input type="checkbox"/> 1-sided <input type="checkbox"/> 2-sided <input type="checkbox"/> NCR <input type="checkbox"/> Other (Special Order) <input type="checkbox"/> Stock Provided	PAPER SIZE <input type="checkbox"/> 8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17 <input type="checkbox"/> Other <input type="checkbox"/> Reduce to (size) <input type="checkbox"/> Enlarge to (size) OTHER <input type="checkbox"/> Collate <input type="checkbox"/> Numbering Begin with # _____ <input type="checkbox"/> Perforate <input type="checkbox"/> Fold	BINDING <input type="checkbox"/> Fold <input type="checkbox"/> Staple <input type="checkbox"/> Fold to _____ <input type="checkbox"/> Cut to _____ x _____ <input type="checkbox"/> Saddle-stitch <input type="checkbox"/> Plastic spiral (GBC) <input type="checkbox"/> Tape <input type="checkbox"/> Pad <input type="checkbox"/> Other PICK UP & DELIVERY <input type="checkbox"/> Call for Pick-up <input type="checkbox"/> Deliver by inter-office mail	DRILLING <input type="checkbox"/> Top <input type="checkbox"/> Left <input type="checkbox"/> 2-Hole <input type="checkbox"/> 3-Hole PACKAGING <input type="checkbox"/> Shrinking <input type="checkbox"/> Package <input type="checkbox"/> Box
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Please include any additional instructions here:

For Copy Center / Print Shop Use Only:

JOB NUMBER:	ADDITIONAL COSTS:	TOTAL:
	FINISHING: _____	
	LABOR: _____	
	SPECIAL ITEMS: _____	
DATE COMPLETED:	COMPLETED BY:	WHITE - Copy Center copy YELLOW - Billing copy PINK - Returned with Job