



CENTRAL SERVICES

DUPLICATING/PRINTING SERVICES

Phone: (619) 482-6405 Email: swccentralservices@swccd.edu
 Room 46D-125 Office Hours: Monday – Friday 7:30 a.m. - 4:15 p.m.

Faculty and staff members who need duplicating/printing of materials or finishing work (e.g., collate, staple, punch, padding, folding, coil binding, lamination, perforation, scoring, etc.) may submit work directly to Central Services in Room 46D-125 or via e-mail. See e-mail submission below (some restrictions apply). With a few exceptions this service is complimentary. We can produce many types of documents in black and white or color, such as exams/quizzes, classroom handouts, handbooks, programs, posters, flyers, postcards, brochures, business cards, newsletters, tickets, and signs.

SUBMITTING MATERIAL AND LEAD TIME

- ❑ **A Central Services Duplicating/Printing Request Form** needs to be submitted along with your material. *All work received after 4:00 p.m. will be logged in the next working day.*
- ❑ Any specific instructions regarding the material should be written in the designated area on the **Central Services Duplicating/Printing Request Form**. If there are any questions regarding material submitted, a CS staff member will contact you, so please include a contact number or e-mail.
- ❑ **Submission via e-mail** of the Duplicating/Printing Request Form is encouraged and available online at www.swccd.edu/cs send to swccentralservices@swccd.edu with your attached pdf (preferred) or word document, other accepted formats; tiff and jpeg files.
- ❑ **Note: Duplicating/Printing Requests Forms submitted imply approval by the requestor's cognizant administrator. Central Services is not responsible for requests processed without this approval.**

LEAD TIME

Duplicating with or without finishing work Less than 1200 copies	Duplicate with finishing work Over 1200 copies	Color Digital Printing w/finishing work Less than 1200 copies	Color Digital Printing w/finishing work Over 1200 copies
1-3 working days	2-3 working days	2-3 working days	3-5 working days

- ❑ Large project due dates need to be coordinated with CS staff to make sure we can accommodate your deadline requirements.
- ❑ Weekends and Holidays are not considered working days.

COLOR DIGITAL PRINTING SERVICES

- ❑ **Color Digital Printing** copies are available a 6 cents per page (a page is considered as any side of paper). A budget number is required for all copies printed in color.

SPECIAL PAPER (STOCK)

- ❑ Requests for Special Paper require a budget number and Administrator's approval before submission. Special stock includes gloss, cardstock, matte, transparencies, 11" x 17" stocks, (basically any stock other than 20lb. bond). Special paper cost are 15 cents per sheet.
- ❑ Xerox digital compatible *customer provided* paper is welcome for duplication.

FINISHING WORK & OTHER SERVICES

- ❑ Finishing work - (binding, cutting, punch/drilling, perforating, folding, scoring, laminating, and rounding corners).
- ❑ SWC Business cards (there is a charge for this service; 250 cost \$18.79, 500 cost \$33.37). For more information on Business Cards log into SharePoint Portal, Department – Central Services then choose Business Card Information sheet.