



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Printing Services
Issue/Revision Date: 12/01/2017

Policy Title Printing and Duplication

Policy: All printing and duplicating material, excluding office duplicating, must be processed by completing the ASU Printing Services Order Requisition form . Once completed, the form can be submitted electronically or printed and brought to the Printing Services offices. The hours of operation are on Monday through Thursday from 8 a.m. until 5 p.m. and on Friday from 8 a.m. until 4 p.m.

LEAD TIME

The time required to complete a printing request depends on the complexity and volume of the job. The lead time on small quantities or jobs that require simple copying or printing (example: 200 copies of 1-6 page programs) is 1 to 2 days. A total of 2 to 5 days is required for larger quantities or more complicated jobs that require bindery and finishing (example: 200+ copies of 8+ page programs). Please note that lead time is only required for the services listed above.

Copying can be done on a walk-in type basis if the following criteria are met: the material to be printed is camera ready and the printed size is 8 ½” x 11”, 8 ½” x 14”, 11” x 17” or 13” x 19.”

PERSONAL COPIES

Personal copies can be made in Printing Services and the walk-in Printing and Shipping Center.

CONFIDENTIAL MATERIALS

Confidential materials will be treated as requested by the department.

MARKETING BRAND STANDARDS

In accordance with the [University's Graphic Identity Program](#) , all units are to use ASU Identity Standards to show proper affiliation with the University. There are no exceptions to this requirement. To locate information, please visit website at: www.alcorn.edu , University Relations, Identity Standards.

COPYRIGHT AND OTHER RESTRICTIONS

The copyright law of the United States governs the reproduction of photocopies of copyrighted material.