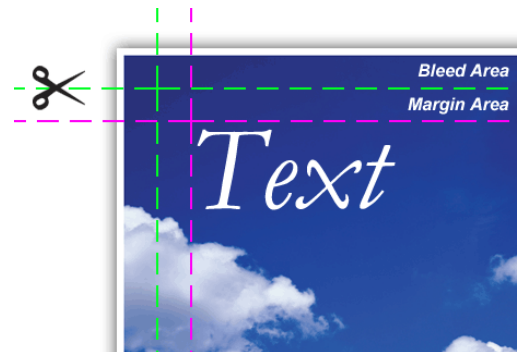


Tips on Ordering at Campus Prints

To best help us expedite your order please be sure to include the following:

1. Contact Information
 - a. Department
 - b. Name
 - c. Phone Number
 - d. Delivery Location (Building and Room Number)
2. Chartfield String
 - a. Please include 660963-**FUND-DEPT**.
 - i. Example of a Fund: SO100
 - ii. Example of a Dept: 1010
 - iii. Example of Chartfield String: 660963-SO100-1010
 - b. All chartfield strings must be approved by authorized signers either on an order form or via email.
3. Due Date
 - a. Please include a generous deadline date. (mm/dd)
 - i. Standard Production time for jobs is 3-5 days depending on complexity and quantity of jobs in production.
 - b. ASAP is not an acceptable due date. We always work as efficiently as possible and therefore all jobs are done ASAP.
4. Job Description
 - a. Job Title
 - b. Finished Quantity
 - i. For example; 50 pages of 4ups will have a finished quantity of 200.
 - c. Final Size - The size you would like your finished product to be. (Our digital production machine is limited to a maximum size of 13x19 inches)
 - i. 8.5x11 – Standard Paper Size
 - ii. Final size may be different from the file size if you require a Bleed.
 1. **Bleed** – Text or graphics that extends all the way to the edge of the paper it is printed on. All bleeds must be 0.125 (1/8) inch more on each side equaling ¼ inch in more in height and width. A 8.5x11 with a bleed should be a file size of 8.75x11.25.



- d. Ink Color
 - i. Please specify whether you would like your job to be in black and white or in full color.
- e. Single Sided or Double Sided
 - i. Single Sided – Printing on one side.
 - ii. Double Sided – Often times referred to as duplex; means to be printed on both sides.
- f. Stock (Paper)
 - i. Please specify which type of stock you would like your job to be printed on.
 - 1. Examples of some commonly used stock:
 - a. 28 lb. White – This is a thicker copier paper which our standard color copies are prints on.
 - b. 20 lb. Stock – This is the type of paper that is used in most copier machines for standard black and white copies.
 - c. 70 lb. Text – This stock is a thicker text stock which is similar to the weight of a matte magazine paper.
 - d. 10 pt. C1S – This stock is what you see posters around campus printed on. Many campus posters are printed on this stock in 11x17. This stock is a heavier stock similar to a card stock with one side gloss coated.
 - e. 110lb. Cover – This stock is a heavy cardstock most used for business cards.
 - ii. If you are unsure of what type of stock you would like for your job please feel free to contact the Campus Prints Office at 664-2360.
- g. File Preparation
 - i. All files should be sent in PDF format in a “One Up” format.
 - 1. If you want a flyer at 5.5x4.25 don't send us an 8.5x11 with four flyers on it. We will impose the file internally and prepare it for our production machine.
 - 2. Please check the file size before sending it to us. Open the PDF and move your mouse to the bottom left corner and the size will be displayed.
 - 3. Try and keep the size rounded to the quarter inch.
 - 4. It is always a good idea to print a test copy on a printer available to you to make sure the size and layout looks correct on paper before sending it to Campus Prints.