PRINT SHOP GUIDELINES DURING COVID-19 CLOSURE

The DCIU Print Shop will be available for limited hours during the COVID-19 school closures to assist districts if you require printed coursework. Please keep the following in mind when making print requests.

With limited building access, "emergency" print jobs cannot be accepted. Printing will most likely be done on Mondays and Thursdays between 10 and 2. Print Shop staff will notify you when work is done and pick-up of completed jobs will be available in the Morton lobby by appointment only. Since we are running with limited hours, please allow at least a week for work to be completed.

In order to submit work, use the following guidelines. Please be clear and specific about what you need. You must specify the following information to ensure that you receive your request as anticipated.

- CONTACT INFO – please make sure to include a phone number so you can be contacted in case there is a question about your request
- FORMAT SPECIFICATIONS
  - Black & White, Color, or Both
  - Single-sided or Double-sided
- QUANTITY
- PAPER - Unless specified, all jobs will be printed on 8 ½ x 11 text weight white paper
  If requested we can print on cover stock, colored paper, and legal or 11x17 sized sheets
- ORIENTATION
  - Portrait (8 1/2x11)
  - Landscape (11x8 ½)
- FINISHING
  - Stapled (available options below)
    - 1-staple Top Left
    - 2-staples on the Left Side
  - Specialty Binding (available options below)
    - Tape
    - GBC Binding (coiled)
  - 3-hole Punch

PLEASE INCLUDE A CORRECT BUDGET CODE.

Print work should be emailed to Sue Haagen at shaagen@dciu.org.
All requests MUST be submitted in PDF format to ensure correct output.