

DEADLINES

To avoid situations where we are unable to complete your request by the time you need it, please:

Allow Ample Time

Allow ample time for your job to be completed (this includes exams). Please be realistic in your expectations. If you bring in 200 books to be copied and bound there is a good chance they will not be ready the next day. In addition, there are circumstances beyond our control that may make it impossible for us to meet your expectations. Our equipment does break down and in those cases we have to wait for the vendor to repair the machine. This sometimes takes several tries and the machine may not be working properly for several hours or even days. Also, our employees get sick and need to take time off. When this happens we will do our best to meet your expectations. If you allow a little extra time, these situations will not create an undue hardship for you.

Large Jobs or Time Critical Requests

If you have a large job or a time critical request, call the Copy Center Manager in advance to discuss your needs and we'll work with you to meet your deadlines. During busy times, all jobs are handled on a first come first served basis and that includes exams so please bring your exams to the copy center before they are needed.

What to Bring with Your Request

Please bring all the original pages with you when you bring your job to the Copy Center. This will eliminate wasted time in redoing your copies or having to resort them. It will also cut down on errors that can occur when changes are made and help us to meet your service expectations.

Electronic submission of a copy job

If you would like to submit your copy job electronically you will need to save the document as a PDF, and email it with the copy code and specific directions to the Copy Center staff. Please contact someone in the Copy Center Manager to verify that the email was received and go over the specifications for the job. Remember to include the required due date.