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## **REGULATION #5718.1 DISTRICT REPROGRAPHICS SERVICES**

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### **1. DISTRICT PRINTING REQUISITIONS**

- 1.1 Requests for all printing and other reprographics services must be made on a “Reprographics Centre Printing Requisition”, (form 0700.1) to ensure the efficient and timely completion of work requested.
- 1.2 All pertinent information must be provided on the Reprographics Centre printing requisition, including the budget account number to be charged and the signature of an authorized account coordinator.
- 1.3 Requisitions that are not fully completed, or contain vague directions may cause delays in the work being completed in a timely manner. A minimum of three – four working days must be allowed for large printing requests of up to 500 copies and, longer for larger, more complex projects.
  - a) The originating department must provide a clean, flat original master in the correct order to be copied.
  - b) There is a suggested minimum job size of 100 pages per request.
  - c) Each side of a printed page to be copied will be counted as an original.
  - d) All supplementary manual labour pertaining to a printing requisition will be invoiced at an hourly rate.

### **2. HOURS OF OPERATION**

- 2.1. The hours of operation for public access are Monday through Friday, 7:30 a.m. – 4:30 p.m.

*Approved:* 1999-07-08