Print Shop Guidelines

In the interest of better serving the campus community and becoming a more efficient shop we would like to direct you to the following guide lines which are also available on the Print Services page of the UNCP website. Thank you for your attention to these items, it will help you to have a better Print Services experience.

Please discard old requisition sheets. These are any forms of the standard page size of 8.5 x 11, have no requisition numbers, or numbers below 18000. Please note that requisition forms will be changing again in the future to better accommodate Accounts Payable processes. We will notify you when that happens.

Requisitions that are left for more than a month with no activity or receive no response after three or more attempts to acquire information are subject to cancellation and will require a new requisition form when the client is ready to proceed.

Requisitions that do not have a fund managers signature, fund number or requisition number will be rejected.

We require 14 business days lead time (from the time we receive an authorized request) to print your project. This gives us time to review the files, make any minor adjustments or send back for redesign, pull sample proofs, order materials or hardware if needed and get your final approval so we can get your job on the schedule.

Jobs that come in and are needed in less than 5 days will be billed a $100.00 rush fee. This applies to any and all rush jobs. There is no guarantee that we will be able to accommodate a rushed time frame.

We retain first right of refusal. This means if we cannot fit your job into the work schedule that we already have that your job will be outsourced for a gratuity of up to 10% of the final outsourced amount.

Outsourcing often requires more time, but we do have a couple of commercial printers who have been able to accommodate us in the past. There is no guarantee that outsourcing will be able to accommodate a rushed time frame.

Our prices our subject to change based on current market prices of materials.

File Requirements: Helping you to provide print ready files helps us to get your printed job in a timely manner.

Be sure your set up your job as a CYMK profile, NOT RGB.

When designing a job and you want to have the image "fall off" the page you must provide a minimum of 1/8" bleed on all sides. Bleed is printers term that describes images that goes beyond the edge of where the sheet will be trimmed. The bleed is the area to be trimmed off. Artwork and background colors extend into the bleed area. After trimming, the bleed ensures that no unprinted edges occur in the final trimmed document. See template <<(link here)>>

When sending files to be printed please include the native design files whenever possible (these can be compressed if too large to attach in an email) as well as the file converted to a PDF.

We do not have Microsoft Publisher in Print Services. We cannot manipulate publisher files so if sending a file designed with Publisher please be sure that the converted PDF file exactly matches your Publisher file. Microsoft is known to react badly with PDF conversion.

PowerPoint files needs to be exported to PDF format and designed to final print size. If sending a file designed with PowerPoint please be sure that the converted PDF file exactly matches your PowerPoint file. Microsoft is known to react badly with PDF conversion.

When designing files for a canvas wrap we need a 2" bleed all around to allow the image to wrap completely around the stretcher bars. Bleed is printers term that describes images that goes beyond the edge of where the sheet will be trimmed. In the case of canvas wraps the bleed is the area to be wrapped around the sides. Artwork and background colors extend into the bleed area. After wrapping, the bleed ensures that no unprinted edges show in the final wrap. See template <<(link here)>>

Files that do not meet requirements will be returned. Please take the time to include all required and pertinent information to help us insure a timely result for your print job.

Fees

$10.00 press set up fee on all jobs.
$16.00 per hour Design manipulation fee as needed.
$10.00 Finishing Fees for cutting, folding, or "duplo" binding.
$16.00 per hour Install Fee. This fee is applied to large format items and includes the time taken away from printing to wrap canvases, construct "pop-up" banners, and apply adhesive vinyl wraps.