

REQUIRED amount of time to be provided for the production of the following types of copy jobs:

- 24 “working” hours – regular copy jobs which consist of 2,000 (or less) actual copies... such as tests, syllabuses, information documents, etc.
- 3 “working” days – larger copy jobs which consist of more than 2,000 actual copies **or** require spiral binding or other finishing duties.
- 2 “working” weeks – NCR, departmental envelopes, large book orders, and anything that may need to be out-sourced (check with Nicole beforehand).
- 3 “working” weeks – jobs that may need to be out-sourced and will require a **special** type of paper, envelope, etc. (check with Nicole beforehand).
- 6 “working” weeks – business cards.

(If the required amount of time is not provided, then the job will be considered a “Quick Copy” job and will cost double the regular price.)

Thank You!