

# Quick Steps to Submit Your Print/Copy Request Form Electronically

111 West Ave., Saratoga Springs, NY 12866-6069  
518-587-2100, ext. 2251 or 2368



This fact sheet provides both a Quick Step process and a more detailed process of completing and submitting a print request and appropriate files electronically for having a project printed and distributed. **Items that are required are marked with an asterisk (\*)**.

## Quick Steps for Submitting an Electronic Print Request

1. Open the Print/Copy Request fillable form and choose the “Save As” option. Rename the form with your current project title. This ensures that you will always have a master form/template with which to start.
2. Click on Date Submitted and fill in your answers/specifications. You should be able to hit the Tab or Enter button on your keyboard to move you quickly through the form. See the descriptions of the sections below if you need more information on a particular item/specification.
3. Once completed, save the document, attach it to an email, along with any electronic files of copy, photographs, artwork, etc., and email it to Printshop@esc.edu or, if your project needs designing, email it to OCGR@esc.edu.
4. If you have any questions, call Kirk Starczewski at 518-587-2100, ext. 2251.

## Make Sure You Fill in These Areas

1. **\*Date Submitted**
2. **\*Date Required** needs to be a specific date. Please do not put **ASAP, tomorrow, yesterday**, etc. We need firm dates to plan print times for a number of jobs.
3. **\*Request #** is a sequential number from a log kept by each location to track projects. Your secretary/office manager/administrator would have this number. **This is a required field.**
4. **\*Account #** is the account that will be charged for this project. Like the request number, you can get this number from your secretary/office manager/administrator.
5. **\*Name of Job** – This is the name of your print project. For **reprints**, we advise opening the previous print request for the job, choosing Save As and keeping the same name, but updating information such as the request or account numbers.
6. **Special Instructions/Comments** – Here you would include any special instructions about the piece and its components. Please do not write “same specs as last time.”
7. **Number of Pages** – Enter the number of pages/sheets that make up your original copy.
8. **\*Number of Copies** – This is the quantity you need printed.
9. **Delivery** – Specify where you want the printed piece sent. It can be delivered to the mail room for distribution, or to a specific location and person. Also indicate where a select number of copies should be sent, in addition to the main distribution of your publication.
10. **\*Project Contact** – Provide the name of the person making the request, the office and the phone number with extension.
11. **\*Authorized By** – Please provide the name of the dean/director/vice president approving this project.

The print shop and the graphic designers are happy to help you select the materials, images, paper and inks that will work best for your project. Please contact Kirk Starczewski, director of publications, 518-587-2100, ext. 2251 or Kirk.Starczewski@esc.edu with any questions you have in completing this form or selecting the right options for your publication.

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4. If you have any questions, call Kirk Starczewski at 518-587-2100, ext. 2251.

## Top Right Section

1. **\*Date Submitted** is the date you filled the form out and sent electronically.
2. **\*Date Required** needs a specific date. Please do not put **ASAP, tomorrow, yesterday**, etc. We need firm dates to plan print times for a number of jobs.
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4. **\*Account #** is the account that will be charged for this project. Like the request number, you can get this number from your secretary/office manager/administrator.

## Left Side of Form

1. **\*Name of Job** – This is the name of your print project. For **reprints**, we advise opening the previous print request for the job, choosing Save As and keeping the same name, but updating information such as the request or account numbers.
2. **Form #** – For a reprint of a form, you would put the form’s number here. The number can be found usually in the lower right portion of the form. For example, the print request’s form number is F-105.
3. **Ink Color** – Here you can check off if your print order requires just black ink, or colored inks. On the “Other” line you can specify the ink colors. If you wish your piece to have full color, you would write “full color” or “four-color.”
4. **Paper Color** – This section allows you to specify the color of the paper stock you’d like your piece printed on. You can select White or Other and specify the color. The print shop will do its best to accommodate your requests with what it has in stock while adhering to the college style guidelines.

5. **Cover** – If your piece requires a separate cover, you would complete this section, listing the ink color(s) needed, the type of paper stock you’d like, its color and its weight. The print shop can help answer these questions for you.
6. **Printing and Binding Specifications** – Next you can decide how you want your piece to be printed (one-sided or two-sided) and how it is to be finished and bound. Bindery options include:
  - collated or not collated
  - stapled – corner/side/middle, like the viewbook
  - comb bound with a plastic binding
  - perfect bound like the undergraduate catalog (flat spine)
  - folded and the size it folds to
  - cut and the size it is cut to
  - hole punched for a binder
  - padded like phone message pads
  - perforated like a tear-off coupon
  - typeset, requiring the print shop staff to lay out your copy in a design.
7. **Special Instructions/Comments** – Here you would pass on any special instructions about the piece and its components. Please do not write “Same specs as last time” here.
8. **Number of Pages** – Enter the number of pages/sheets that make up your original copy.
9. **Number of Copies** – This is the quantity you need printed.
10. **Delivery** – Specify where you want the printed piece to go. It can be sent to the mail room for distribution, or to a specific location and person. Also check off where a select number of copies should be sent, in addition to the main distribution of your publication.
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## Bottom Left of Form – Mailing Information for College’s Mail Room/Post Office

1. **Class of Mailing** – Choose whether the piece will be mailed first class, first class pre-sort (requires a minimum of 500 pieces for this) or standard bulk Mail (requires a minimum of 200 pieces for this).
2. **Inserting** – Choose this if you require several pieces inserted into one mailing envelope.
3. **Envelopes** – Please specify if the piece requires an envelope or is a self-mailer, like a post card. If it requires an envelope, please select the type of envelope you require.

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Contact the mail center at 518-587-2100, ext. 2367 for any mailing information.