

PRINT SHOP & MAIL CENTER

200 BUILDING | PRINTSHOP@FDTC.EDU | 843.661.8251

Copiers are located throughout the campus and are available for duplicating 1-20 copies. Requests for 20+ copies should be sent to the Print Shop. At least 24-hours notice is required to make sure jobs are processed on time.

OUR SERVICES



WHAT CAN WE PRINT?

The Print Shop can perform a number of your printing needs including:



BROCHURE



FLYERS



BUSINESS
CARDS



POSTERS



LARGE
FORMAT
PRINTING



OFFSET
PRINTING



LAMINATION



QUICK-COPY
PRINTING

QUICK-COPY PRINTING

Quick copy printing is simply defined as the reproduction of original documents. The Print Shop should be used for any printing jobs that require the production of 21-500 copies. Copy right laws apply to any copyrighted materials.

OFFSET PRINTING

Offset printing is primarily used for printing requests exceeding 500 copies. The print shop's offset press can handle a variety of both paper and ink colors. It can process paper sizes from 3"x5" to 11"x17".

LARGE FORMAT PRINTING

Large format printing includes any jobs that need to be printed on a large sheet of paper including posters and banners. The Print Shop can handle any request up to 40 inches wide. There is no limit for length. Lamination items can only be up to 22 inches wide and as long as you need.



WHAT IF THE PRINT SHOP CAN'T HANDLE MY REQUEST?

All printing regardless of if or if not, the job can be printed through the Print Shop will be managed by Print Shop personal. The Print Shop maintains a list of local printing companies and contacts to request quotations for your printing job. Once quotes are received, Print Shop personnel will be in contact with you to select a vendor and help you to proceed with your order.



CAN THE PRINT SHOP PROCESS A PERSONAL JOB?

The Print Shop offers all employees the opportunity to utilize its services for their own personal printing needs as long as the employee pays for the job themselves. Personal jobs must also be print ready as the Print Shop will not assist with the formatting of the request. Employees must request a quote from the Print Shop, approve the quoted price, and then pay for their request at the Business Office once the job is completed. The Print Shop must see a copy of your receipt before they hand over the completed product. All personal jobs are secondary to the Print Shops normal obligations to the College and will only be completed once those obligations are fulfilled.



MAIL CENTER SERVICES & SCHEDULE

2 MAIL DELIVERIES PER DAY | MORNING AND AFTERNOON

The Mail Center offers inter-office and external mailing services for the College. Employees are not required to put a stamp on their external mail as the Mail Center will place the postage and charge your department directly. An account number or department name must be added however, to ensure the correct department is charged. The Mail is picked up and delivered twice a day, typically before and after noon. Times will fluctuate based on route needs. Mail leaves for the post office delivery at 4:00PM. Should you have additional pieces that must be processed that were not ready, you may bring them to the Print Shop by 3:30PM for immediate processing. United Parcel Service and Federal Express packages are handled by the Shipping and Receiving Department located in Physical Facilities.



NEED PAPER?

Has your department copier run out of paper and your wondering where to get more? The Print Shop accepts paper orders and will deliver it straight to you. Please send requests for paper to printshop@fdtc.edu and allow 1-3 days for delivery.

THE PRINTING PROCESS



SUBMIT YOUR MATERIALS

The printing process begins when you present a copy of your materials to the print shop via email, inter-office mail, or in-person submission. When submitting a printing request, you must also submit a printing request form that includes the account number for which the request should be charged. Print shop personnel can assist you with filling out the form and provide guidance on best practices for printing your request.

Copyrighted materials will only be reproduced with written permission from the publisher.



PROOF READING IS YOUR RESPONSIBILITY

The proofing process is your opportunity to ensure that everything is correct according to your satisfaction. The final responsibility for grammatical and spelling errors rests solely with the originator. Please keep in mind that a proof is for correcting errors - not for redesigning the document which could possibly delay the finished product. It is our suggestion that you have a sample of your print job produced prior to printing any job over 100 copies. Print Shop personal will print up to two (2) sample copies without charge.



THE FINISHED PRODUCT

Upon receipt of your final approval, the copy will be printed and finished according to your specifications, which may include cutting, folding, stapling, binding, and/or trimming before being delivered. It is your responsibility to let the Print Shop know how or where you would like your job delivered. If the print job does not come out to your liking or has a mistake that was not caused by Print Shop personal, your department will be charged for any reprint.



USING THE FDTC LOGO

Any materials that contain the Florence-Darlington Technical College logo must follow the strict guidelines of the College's Brand Guide. A copy of the Brand Guide can be found on the College's Intranet under the Institutional Marketing heading. If materials do not follow the Brand Guide, Print Shop personnel will not complete your request without the approval of the Marketing and Communications department.