

PRINTING SERVICES INFORMATION

01/02/2014

Prices in Printing Services remain stable so far this year. However, please remember that whenever you wish to upgrade to special paper, those prices will always fluctuate with the paper market. Current pricing can be found on the website: http://www.bemidjistate.edu/offices/procurement_logistics/printing/ Prices are reviewed every 6 to 12 months and a notice is sent to campus if prices will be changing.

Printing Services remains the better bargain over using your campus copier or printer.

Emailing copy jobs is becoming more and more popular as it saves time and creates efficiency when you do not have to physically deliver the job to be copied. Simply attach your document to an email with the instructions you would normally put on a printing requisition. Send the document and instructions to PrintingSVCS@bemidjistate.edu. For unforeseen emergencies, this could also allow you to submit a print job from home and pick it up on your way to your office or classroom rather than waiting for it at the window.

We do ask that you please plan ahead for your printing needs as much as possible, rather than waiting until the last minute. For large jobs, please allow a couple days. Also, it is always possible to call Chris Haley at the below phone number and ask about timeframes for large or special jobs. Please save same-day printing requests for true emergencies rather than standard practice so that Printing Services can adequately serve the needs of the entire campus. If everyone waits until the last minute, it is not possible for Printing Services to meet all the demand.

Printing Services strives to provide the most professional and efficient service possible. For any comments or service requests, please contact Chris Haley at 755-3921 or chaley@bemidjistate.edu.

Thank you for your attention and cooperation.