



SOUTH BEND COMMUNITY SCHOOL CORPORATION

**PRINT SHOP PROCEDURE
MANUAL**

Christy Heim/Print Shop Supervisor

Jim Day/Print Shop Technician

John Ridenour/Print Shop Technician

The following procedures must be followed by all schools/departments when requesting service from the South Bend Community School Corporation Print Shop.

*Email address for the Print Shop is: printshop@sbcsc.k12.in.us phone number is 283-8177. **DO NOT CONTACT THE PRINT SHOP THROUGH THE PERSONAL EMAIL ADDRESSES.** The above email is the only email address the Print Shop will use for communication.

*Print jobs submitted thru the Google Drive or emailed files must be approved on the Digital Storefront Program as an “off line approval” before any printing will be done.

*Use the Storefront software program when submitting jobs to the Print Shop as much as possible. Submitting a hard copy to be printed does not give the best quality of print as using the Storefront Program. Please contact the Data Management department for training on how to utilize the Storefront Program. Please see the Digital Storefront Manual on SBCSC Website listed under Operations Department/Print Shop. The program is nice to use as it will save all printing requests for future printing.

*All print jobs must be print ready when submitted to the Print Shop. The Print Shop will not make any changes or adjustments to an original document. All jobs will be printed the way they are submitted – please take the time to proof read your documents/jobs to be printed.

*The Print Shop will not print documents that have a stock number located at the bottom of certain forms. If you have a form/document that you need and there is a stock number then that form/document must be ordered through the Stores/Warehouse department.

*Copyrighted materials cannot be printed by the Print Shop without written permission. It is against the law to reproduce copyrighted materials without permission. Materials that have a copyright must have written permission to reproduce from the company of which the material is coming from. Copyrighted materials submitted to the Print Shop without the required written permission will be denied. Any questions please contact Shirley Oshinski at 283-8075.

***Large print jobs must be sent to the Print Shop 5 days prior to date material is required to be completed. Smaller print jobs will need 2 – 3 days.**

***Completed printing jobs will be sent to the schools/departments. Completed print jobs cannot be picked up from the Print Shop so please plan accordingly.**

***Print jobs consisting of 100 or more sheets must be printed by SBCSC/Print Shop. Do not use the schools/departments copy machines for large quantities. (Example: A packet of 20 sheets and 10 sets are needed to be printed = 200 sheets total - needs to be printed by the Print Shop, packet of 5 sheets and 10 copies are needed to be printed = 50 sheets total – can be printed from the schools/departments copy machine).**

***SBCSC/Print Shop cannot print anything larger than 12"x18" in size nor do any laminating of materials.**

***High School newspapers have a separate agreement and will be sent to each high school at the beginning of each school year. The agreement must be signed and returned prior to any newspapers being printed.**

***Any questions and/or concerns please contact Jim Day or John Ridenour (Printing Technicians) at 283-8177 or Christy Heim (Print Shop Supervisor) at 283-8310.**