

Printing guidelines:

- Please allow at least four weeks from receipt by NCLS for each job.
- We are not able to print jobs requiring the use of a copier or inkjet/laser printer.
- We cannot print photographs. Black and white clip art (without shading), prints best.
- Our printing services are designed for “bulk” jobs: each job should be 200 pages or more.
- Choose type of item. The sizes given are the standards that the Print Shop uses to allow the best use of paper, which includes print margins. These are the sizes that must be used in your designs.
- Count each item, not pages of paper, to determine the number of finished pieces. For example, one “page” may contain four bookmarks, or “pieces”.
- Forms that are used continually should be ordered in quantities that will last at least one year. This will help us avoid repeat print jobs. You may sometimes get more than you have ordered because of minimum run size, usually 200 pages.
- Tell us whether this will be printed on the back (two-sided).
- Indicate paper color.
- Black ink color will always be available as a choice. There is a charge for color, please refer to the Print Shop Price List.
- Print jobs should be submitted as Word or Publisher files whenever possible. If you only have a paper copy of what you want printed, we will create a file according to our print-shop parameters.

Submitting Print Jobs:

1. Through Printing Website.

Fill out the order form online, upload artwork as an attachment and then click “Submit”. Your order form will be emailed to the NCLS Printshop.

2. Through the NCLS delivery.

Fill out order form online, and then click “Print”. Place the Print Shop Order Form and the item to be printed in an envelope.

On the outside, mark, "Attention: Print Shop".

Questions?

- Contact Paulette Roes (782-5540 or printshop@ncls.org) or your Consultant.

Funding Campaigns:

- Please contact your Consultant prior to submitting these types of print jobs.

Graphics:

- In addition to our printing services, we can also assist you with graphics design for flyers or other publications for your library. Please allow four weeks for design preparation.