

RCS Print Shop Guidelines

To efficiently and effectively serve RCS printing needs, guidelines have been established for Print Shop services. The primary mission of the Print Shop is to provide printing support for large volume jobs. In the interest of providing the best service in a timely manner, we ask that you observe the following guidelines:

200 Sheet Minimum Copy Requirement For All Print Shop Requests!

✓ If Possible, Print It Yourself —

For print jobs that are less than 200 copies, use “in house” copiers/printers. Small booklets can also be printed on department/division/school copiers. We can only do half fold booklets. Tri-fold brochures will have to be folded “in house”.

✓ Print Shop Jobs Require A Print Request Form —

An electronic form is available on RCS’s website.

Download the form, type in all relevant information, save the file, attach the file in an E-mail and send to printshop@rcs.rome.ga.us.

Allow a minimum of two weeks (10 working days) for printing jobs and 3 weeks (15 working days) for jobs requiring over 2000 copies!

Delivery Of Completed Jobs

Completed jobs are picked up each Monday, Wednesday and Friday and will be delivered through courier.

Available Colors:

Yellow
Green
Blue
Pink
White

✓ Special Paper Requirements —

Special paper for department/division/school use (i.e., color paper that is not one of the available options, unique size/texture, etc.) is to be purchased by department/division/school.

✓ Print Shop Turnaround —

Print jobs will ordinarily be completed in chronological order. The Print Shop’s goal is to operate with a two-week (10 working days) turnaround. Short-notice requests will disrupt this time table. We will do our best to complete jobs as soon as possible, but the two-week turnaround is necessary. Large jobs (over 2000 copies) require 15 days.



Questions?

If you have any questions about the print request contact us at:
printshop@rcs.rome.ga.us
or call 706-236-5050
Ext. 5092

Print Shop Request Forms are available on RCS’s website

Visit: www.rcs.rome.ga.us

Email: printshop@rcs.rome.ga.us