

Subject: Printing
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USCB has an agreement with USC Printing to provide many printing and duplication services. USC Printing must produce jobs covered by this agreement. Only jobs that cannot be printed by USC Printing can be procured from an outside source.

PROCEDURES

1. Standard print products, such as business cards, envelopes, letterhead, stationery, executive memo pads, student applications, advisement forms, etc., are ordered directly from USC Printing in Columbia. These materials are ordered through each division's department heads through the USC Printing Web site at www.printing.sc.edu.

2. To order material from USC Printing:

- a. Go to <http://printing.sc.edu/eforms.htm>
- b. Click on Download the Printing Request Form.
- c. Complete the form that appears on your screen,
- d. Print form (three copies automatically will print out)
- e. Submit to department head for authorizing signature on all three copies. You may wish to make a separate copy for your own file.
- f. A proof will be returned to the department contact person for approval prior to printing, and the finished products will be sent to the same person. Postage, if specified other than campus mail, will be added to the cost.

3. For repeat orders:

All three printed copies must be sent, along with a sample of the item to the Purchasing Agent in the USCB Business Office who will process the order and send it to Columbia.

4. For new orders and changes in information:

Send all three printed copies, along with a hard copy of a MS Word document with the typed information as you wish it to appear on the item, to the Purchasing Agent in the USCB Business Office who will process the order and send it to Columbia.

All other University advertising/graphic-design work is handled through the Advancement Office graphics department. Other divisions MUST work through the Office of Advancement (OOA) to design publications and submit print jobs.

PROCEDURES

1. Requests for advertising, custom graphics and printing must be submitted online to OOA four to six weeks prior to the date they are needed. These products and services include promotional brochures, graphic design, posters and displays, newspaper, radio and television ads, photography, postcards, programs and playbills.

2. To request advertising or graphic-design work from the Office of Advancement, go to the Advancement Web page and click on the advertising request form tab.
3. The OOA production calendar is reviewed and updated weekly. Notification of a projected materials delivery-date will be given within five working days. Depending on the complexity of the request, more or less time may be required for production; changes in delivery-date may be made,