Be clear on ordering information and project details.
The more info you provide helps us get your job right the first time.
Send your jobs with the Copy Services Request found in Outlook.

Thoroughly proofread your files for errors and fix them.
Mistakes are a reflection on your department and the University.
Go to www.usi.edu/brand to find resources for the Editor's
Manual, Brand Manuals, logo licensing and much more.

Make sure all images and logos are print quality and included with your submitted files. Missing artwork and low resolution images result in poor quality printing. Go to www.usi.edu/brand to download approved, USI print-ready logos. Don't copy/paste or drag/drop. Click the link under the desired logo to get the actual file.

If your project requires complex folding,
multiple pages, special cutting, binding etc.
please provide a mock-up to follow.
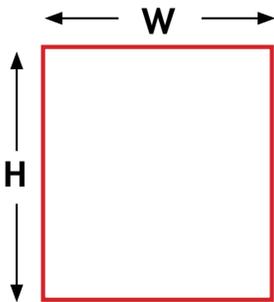
Submit jobs that are correctly sized for the final size you expect.
Standard digital printouts are: 5.5"x 8.5", 8.5"x 11", 8.5"x 14", 11"x1 7", 12"x 18"
Standard large format printouts are:16"x 20", 18"x 24", 22"x 28", 24"x 36"
Standard banners are: 72"x 36", 96"x 42"

When creating a piece that will mail, send a sample or pdf to USI
Distribution Services before printing to ensure that your piece meets
all postal standards. Do not include a postage imprint on your file.
Distribution will print the appropriate postage when addressing.
Make any required changes before sending final files for printing.

Request one printout (proof) of your job to review and approve before printing
an entire job. Allow extra time for this as it may affect turnaround time of your
job. You will be charged for files that are printed with errors.

**If you have questions about any of these topics or any other copy questions please call us
or go online: www.usi.edu/creativeprint**