

Price List for Billable Items

Photocopying (8-1/2" x 11")

Black and White copies04
Double sided08

Color Copies

8-1/2" x 11" Single sided25
11" x 17" Single sided50

Binding

Coil Binding	\$1.00
Tape Binding	\$1.00
Velo Binding	\$1.00
Padding50
Booklet25
Shrink-wrap50
Folding01
Cutting50

Office Hours:

Monday-Thursday 7:00 a.m. - 8:00 p.m.
Friday 8:00 a.m - 4:30 p.m.
(Closed Friday during summer)
Saturday 8:00 a.m - 12:00 p.m.

Phone: Day (562) 467-5280
Evenings (562) 467-5289

Website: <https://www.cerritos.edu/publications>



Publications The Copy Center



***New Service
Now Available!
Submit Your
Order On-line.***

Copy Services

Each year we produce more than 17 million copies and we do our best to offer each customer efficient and courteous service.

On-Line Services

Our goal is a 1 to 2 business day turn around that will begin upon receipt by the publications staff. <https://secure.cerritos.edu/publications>

Guidelines

The green Publications Job Order Form is used for all services (except exams) and all work is printed double sided unless specified.

- Master/originals need to be camera ready (8-1/2" x 11" or 11" x 17") and in excellent condition. These will be feed in an automatic document feeder.
- If you have more than 40 originals, you must submit the order to the bookstore as a course packet, or pay for the job.
- Please allow at least 24 hours, or preferably up to five working days for us to complete your order.
- A limited supply of 20 lb colored paper is available upon request .
- Fill out the form thoroughly.
- Submit the Job Order Form with your originals.
- Specify the date you submitted the project and the date you need it returned.
- Place in the tray on the counter.
- Completed projects are placed in the bins with your last name to identify your job.
- Large projects are stored in the back room, please ask for assistance.

Walk-up Guidelines

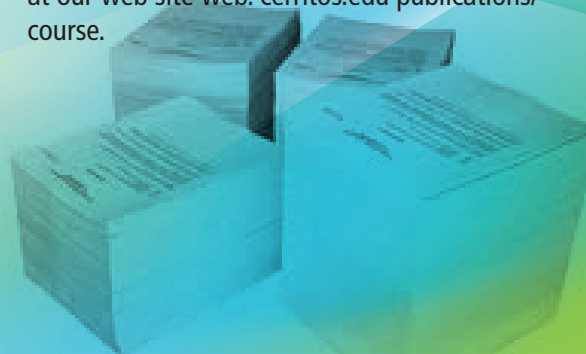
- If your job is less than 400 copies, walk-up service offers immediate duplication.
- 20 lb white paper 8-1/2" x 11" only.
- If your project requires more than 400 copies (including bindery), please speak with a staff member.
- Keep in mind that our collating and stapling services may affect the production time. Additional printing time may be required. A staff member will contact you and provide an estimated time of delivery.

Exam Printing

- Handled with complete confidentiality!
- Complete a goldenrod colored Order Form.
- Deliver exams in a sealed envelope and hand it directly to any staff member.
- Faculty should plan on picking up their own exams unless other arrangements have been made.
- Your exams are securely stored in the copy room, please ask for assistance.

Course Packets

- Submit your course packet to Follett Bookstore.
- You can check the availability of your course packet at our web site web.cerritos.edu/publications/course.



Paper Information

We stock and supply 8-1/2" x 11" paper and card stock of various colors. You may need to purchase your own paper to meet the demands of your specific jobs. Not all paper quality is appropriate for our equipment. If you intend on providing us with special paper for your job, please get prior approval.

We reserve the right to not use your supplies. Also, there is always the potential for some wasted supplies (Paper jams are a normal occurrence), so you need to provide us with a little more.

Services are Billable

- You are required to purchase supplies in advance.
- If your job is funded by a grant, is a club project, is a special project, or is not related to Cerritos College business, our pricing applies, (see included price list).
- Sometimes we have some extra supplies that we are willing to share. this is at our discretion.
- We recommend you use special paper for color jobs. They come out a lot nicer.

