

Managing Print Jobs

It helps to know who does what in the printing process. Follow this guide for trouble-free printing!

	<i>Visual Branding Team</i>	<i>Client</i>	<i>Printer</i>
<i>Responsibilities:</i>	<ul style="list-style-type: none"> ✓ Develops layout; manages proofing process with Client ✓ Gathers print bids; summarizes and forwards bids and recommendation to Client 	<ul style="list-style-type: none"> ✓ Selects printer ✓ Initiates payment process (To secure purchase order: http://www.csustan.edu/FinancialServices/Purchasing/RequisitionProcess.html) ✓ Notifies ABS/Mail Room if project will be mailed through USPS. ✓ Notifies Shipping/Receiving if project will be delivered to Campus 	<ul style="list-style-type: none"> ✓ Prints and delivers job to Client; sends checking copies (samples) to Communications
<i>If order will be sent to Reprographics:</i>	<ul style="list-style-type: none"> ✓ Sends print-ready file and color match print to Reprographics ✓ Sends low-res PDF to Client (to accompany print order) 	<ul style="list-style-type: none"> ✓ Completes Reprographics copy order: (http://www.csustan.edu/BF/PrintShop/Documents/CopyForm.pdf). ✓ Sends print order with low-res copy (for ID only) to Reprographics 	
<i>If order will be sent to another Printer:</i>	<ul style="list-style-type: none"> ✓ Forwards printers' estimates and contact information to Client ✓ Prepares and sends files to printer; confirms receipt ✓ Approves proofs and releases job for printing 	<ul style="list-style-type: none"> ✓ Contacts printer and places order ✓ Arranges payment via P-card, purchase order or other approved payment method. 	