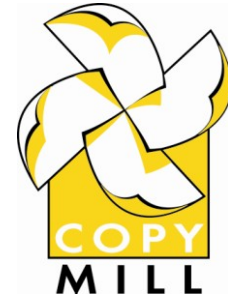




UNIVERSITY OF  
SAN FRANCISCO

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# USF Graphics & Printing Program

## User Guide

Services Provided by USF *Preferred Vendor*:

**Copy Mill Copying & Printing LLC**

780 Van Ness Avenue • San Francisco • CA 94102

**Telephone: 415-929-7188**

**FAX: 415-929-7187**

**Email: [copymill@usfca.edu](mailto:copymill@usfca.edu)**

Print Program is managed by:

**Purchasing Services**

Hayes Healy, Lower Level

**Telephone: 415-422-5898**

**FAX: 415-422.2695**

**Email: [purchasing@usfca.edu](mailto:purchasing@usfca.edu)**

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## ***Welcome to the USF Print Program***

The USF preferred vendor and service provider for the USF print program is Copy Mill Copying & Printing LLC. Copy Mill is certified as a Minority-Owned San Francisco Local Business Enterprise and a full service graphics, copying and printing firm. They have been serving the Bay Area since 1995 and have received numerous accolades and recognition awards from USF President's Office, USF Koret Center, California State Senate, San Francisco Board of Supervisors, and the Lighthouse for the Blind to name a few. Copy Mill is **“committed to service excellence”** to fulfill your print order on time, as specified, and at the lowest possible cost. In addition, Copy Mill Copying & Printing LLC is pleased to offer USF Pricing to our students, faculty and staff.\*

The following are production guidelines and schedules that you may reference when using Copy Mill services. Understanding and adhering to the guidelines will help Copy Mill better serve our campus.

The USF–Copy Mill Print Program is managed by Purchasing Services. If you have any comments or concerns, please e-mail [purchasing@usfca.edu](mailto:purchasing@usfca.edu).

The User Guide can be downloaded in PDF format at [www.usfca.edu/purchasing/printing.htm](http://www.usfca.edu/purchasing/printing.htm).

### **Copy Mill Offers Additional Services:**

Copy Mill offers more than reproduction services - please contact your Copy Mill Representatives to find out how they can better serve your department needs and stretch your resources. Below is a **short** list of the additional services they offer:

- Four Color Offset Printing
- Graphics Design
- Bindery & Finishing
- Custom Calendars
- Custom Presentation Folders
- Invitations & Holiday Cards
- Direct Mail Services
- Digital Output
- Raised Printing
- Personalized T-Shirts
- Custom Binders
- Lamination & Clear/Vinyl Covers
- Manuals, Brochures, & Forms
- Custom CD Duplication Services

### **Copyright Materials:**

Students, faculty, and staff must respect the intellectual and creative property of all persons and abide by the U.S. copyright laws. These laws have changed over the years and continue to evolve. Please refer to [www.usfca.edu/library/copyright/index.html](http://www.usfca.edu/library/copyright/index.html) to assist all members of the University community in discerning how or if they can use copyright materials legally.

Copy Mill will not reproduce copyright material without written authorization. Please provide authorization with submission of the Print Order.

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\*Valid USF ID must be presented prior to sale.

### **Assigned Account Representatives & Contact Information**

Copy Mill has assigned their senior management team to the USF account. Each representative has been with the company at least five years and can handle any issue without delay or hassle.

**Johnny Ng & Morielle Mo**  
Copy Mill Copying & Printing LLC  
780 Van Ness Ave.  
(Between Turk Blvd. & Eddy St.)  
San Francisco, CA 94102  
Telephone: 415-929-7188  
Fax: 415-929-7187  
Email: [copymill@usfca.edu](mailto:copymill@usfca.edu)

Johnny and Morielle are available for project consultations Monday through Friday, 9:00 am to 5:00 pm, excluding University observed holidays. Please contact Copy Mill account representatives to:

- Explore available options;
- Set up production schedules for large and/or repeated orders or orders that have special processing requirements.
- Project cost estimate;
- Request USF print order forms and envelopes;
- Production and Service Issues.

### **Accepted Payment Options:**

**Campus Drop Boxes:** USF FOAP and USF P-Card  
**Email Submission:** USF FOAP, P-Card or Personal Credit Card Charges  
**Copy Mill Storefront:** USF P-Card, Personal Credit Card, Cash or Check

For security reasons when submitting an USF P-Card order, please only provide the first 4 and last 4 digits on the print order form. A Copy Mill representative will contact you to obtain the remaining information. When submitting a USF FOAP order, please ensure a valid and complete FOAP is provided. Incorrect information may add additional processing time. It is the department's responsibility to obtain the necessary budgetary approval(s).

Personal credit card, cash or check sales must be picked up at the Copy Mill store location.

### **Print Order Submission:**

There are three ways to submit an order.

1. Secured Campus Drop Boxes
2. Email via Print Order PDF form
3. Copy Mill Store: 780 Van Ness Ave. (between Turk Blvd. & Eddy Street),  
**Store Hours:** Monday through Friday, 9:00 am – 5:00 pm  
Saturday, 11:00 am – 5:00 pm,  
Closed Sundays and Holidays

### **Campus Drop Box Pick-Up Times & Locations:**

Campus drop boxes are serviced Monday through Friday, excluding University observed holidays and are for *official* USF business only. Please utilize drop-in store services or email submission for personal sales.

#### **Drop Box Pick Up Times:**

**10: 00 am and 3:00 pm**  
**Monday through Friday**  
**Excluding University Observed Holidays**

#### **Drop Box Locations:**

- University Center, Parina Lounge, 3<sup>rd</sup> floor
- School of Business & Management, Room 244
- Nursing, Cowell First Floor (in front of Room 102)
- Kendrick Law School, Room 300
- Lone Mountain, One Stop Enrollment
- Lone Mountain Copier/ATM/Vending Alcove
- College of Professional Studies, Lobby Front Desk
- Harney Science Center, Dean's Office, A&S, Room 240
- School of Education, Dean's Office, Room 107
- Kalmanovitz Hall, 2<sup>nd</sup> Floor (Copier Alcove)

### **Production Schedule Guidelines:**

Print Orders with a total output of less than 20,000 impressions that do not require special processing will be delivered to the department the next business day. Special Processing is defined as offset printing, custom finishing, hand labor, print orders required proof/sample, etc.

### **Delivery Schedules:**

Copy Mill will make every attempt to deliver your order within the designated delivery time; however there can be delays due to circumstances beyond their control. If possible, please plan that your order is delivered at least 1 day before distribution.

- Orders submitted before 10:00 am will be delivered the next business day between the hours of 9:30 am – 12:00 pm.
- Orders submitted before 3:00 pm will be delivered the next business day between the hours of 2:30 pm – 5:00 pm.

### **Delivery Guidelines:**

Copy Mill understands the need to safeguard *all* print orders as they may contain sensitive material. Copy Mill will only deliver to the *department and location* indicated on the order form. Order forms with envelopes marked “**CONFIDENTIAL**” will only be made to the *person and location* indicated on the order form. For your convenience, you may also elect to pick up your order at the Copy Mill store.

If the department or person is not available, Copy Mill will leave an “*Attempted Delivery Notice.*” Please contact Copy Mill to reschedule your delivery or arrange to pick up the order at the Copy Mill store.

### **Standard and Confidential Print Orders**

All Copy Mill employees sign and adhere to a Confidentiality Agreement that ensures that *ANY* material (Standard or Confidential) reproduced will not be circulated or distributed intentionally or deceptively.

The difference between *Standard and Confidential* orders is as follows:

- A Standard order will be delivered to the designated department and location.
- A confidential print order will be delivered in a sealed envelope/box labeled “**CONFIDENTIAL – To Be Opened By Addressee Only**” and can only be delivered and signed by the person designated on the order form. In addition, overage copies will be shredded and destroyed.

If there are any concerns in depositing a confidential print order in the secured campus drop box, please contact our account representatives – with advance notification, they will pick up the print order from your department.

### **Acceptable Digital Files Formats:**

It is recommended to export your digital file to a PDF format before submission. Fonts, styles, and margins often shift and open differently in different versions of the same software.

Copy Mill will provide assistance to export your digital files to PDF and/or accept various digital file formats, please contact a Copy Mill representative to obtain additional information.

### **Sample or Proof of Print Order:**

For certain types of orders, it is strongly recommended that Copy Mill produce a sample or proof for review and approval. An example of the type of orders that may require a sample or proof includes:

- Books or Booklets
- Orders that require special bindery
- Orders that require hand folding or finishing
- Orders printed on special stock
- Orders that require several parts to be collated into a document or binder
- Emailed Print Orders not submitted in PDF format.

You may request a sample or proof by checking the appropriate box on the Print Order form. If the box is not checked, a Copy Mill representative will contact you if a sample is deemed necessary.

A *sample* of your print order will be delivered 1 business day after receipt of order and there is *no charge* for this service.

An *off-set proof* requires 3-5 business days to produce requires and there is a *fee* for this service. The fee charged depends upon the complexity of the order.

When the sample or proof is returned to you for review, it will be accompanied by a “*Sample/Proof Approval*” form. Please ensure that the form is completed and faxed to the Copy Mill at (415) 929-7187 as soon as possible. Copy Mill cannot complete or make modifications to your print order until they receive your instructions. Please feel free to contact a Copy Mill representative if you need assistance.

### **Submit Print Order Via Email:**

To submit print orders via email, you must have a full version of Adobe Acrobat Professional. To obtain a Copy Mill Print Order Form go to <http://www.usfca.edu/purchasing/printing.htm>. You may then download and save a copy of the PDF version of the print order form to your desktop. The Print Order PDF allows you to type in the required fields.

To email your print order using Microsoft Outlook:

1. Click the “EMAIL” Button on the form, an Outlook Send Message Box will pop up and the Print Order Form PDF is attached automatically.
2. Attach the appropriate job file and email to [copymill@usfca.edu](mailto:copymill@usfca.edu)
3. Copy Mill will send a confirmation email referencing your order number for the print order. If you do not receive a confirmation by the next business day, please contact a Copy Mill representative for assistance.

You may use other email programs, however you will have to save the completed print order PDF to your desktop and email the PDF to [copymill@usfca.edu](mailto:copymill@usfca.edu) as an attachment along with the appropriate job file.

Please remember that a sample or proof will be required if the job file is not in PDF format and additional processing time will be necessary.

If you need assistance in submitting an email print order, please contact a Copy Mill representative.

## **USF Pricing:**

<b><i>Black and White Copy</i></b>	<b><i>Single Sided</i></b>	<b><i>Double Sided</i></b>
20 lb. white bond (letter size-8-1/2" x 11")	\$0.040	\$0.075
20 lb. white bond (legal size-8-1/2" x 14")	\$0.040	\$0.075
20 lb. white bond (11" x 17")	\$0.080	\$0.143
70 lb. white uncoated text (8 1/2" x 11")	\$0.055	\$0.100
28 lb. Hammermill bright white	\$0.100	\$0.190
<b><i>Color Copies</i></b>	<b><i>Single Sided</i></b>	<b><i>Double Sided</i></b>
Laser (8 1/2" x 11" or 8 1/2" x 14")	\$0.300	\$0.590
Laser (11" x 17")	\$0.600	\$1.180
80 lb. Laser cover stock (8 1/2" x 11" or 8 1/2" x 14")	\$0.400	\$0.790
80 lb. Laser cover stock (11"x17")	\$0.750	\$1.480
<b><i>Black and White Copy on Colored Papers</i></b>	<b><i>Single Sided</i></b>	<b><i>Double Sided</i></b>
20/24 lb. pastel or brights (8 1/2" x 11" or 8 1/2" x 14")	\$0.075	\$0.142
20/24 lb. pastel or brights (11" x 17")	\$0.150	\$0.276
<b><i>Black and White Copy on Resume and Executive Papers</i></b>	<b><i>Single Sided</i></b>	<b><i>Double Sided</i></b>
28 lb. Resume (8-1/2" X 11")	\$0.140	\$0.276
28 lb. Resume (11" x 17")	\$0.280	\$0.551
<b><i>Black and White Copy on Specialty Papers</i></b>	<b><i>Single Sided</i></b>	<b><i>Double Sided</i></b>
65-67 lb. Cover Stock	\$0.200	\$0.300
90 lb. Resume Cover Stock	\$0.300	\$0.400
Transparencies	\$0.480	
<b><i>Black and White Copy on NCR (Carbonless Forms)</i></b>	<b><i>Single Sided</i></b>	<b><i>Double Sided</i></b>
2 Parts (8 1/2" x 11")	\$0.200/set	\$0.270/set
3 Parts (8 1/2" x 11")	\$0.270/set	\$0.375/set
4 Parts (8 1/2" x 11")	\$0.340/set	\$0.480/set
2 Parts (8 1/2" x 14")	\$0.250/set	\$0.350/set
3 Parts (8 1/2" x 14")	\$0.320/set	\$0.450/set
4 Parts (8 1/2" x 14")	\$0.400/set	\$0.580/set
<b><i>Finishing</i></b>		
Hand Collate	\$30/hour	
Hand Stapling	\$0.05/set	
Machine Stapling	\$0.015/set	
Machine Folding	\$0.02/sheet	
Hand Folding	\$0.10/sheet	
Padding	\$0.35/pad	
Cutting	\$1.00/cut	
Drilling	\$0.01/sheet	
Shrink Wrap	\$0.50/each	
Bindery (Spiral, Tape, Coil, Velo, Wire)	\$3.10/each	
Saddle Stitched	\$1.25/each	
Clear Cover	\$0.75/each	
Black Vinyl Backing	\$0.75/each	
5 mil Lamination (8-1/2"x11" and 8-1/2"x14)	\$1.75/each	
5 mil Lamination (11"x17")	\$3.50/each	
<b><i>Special Services</i></b>		
Expedited Services	\$30/hour	

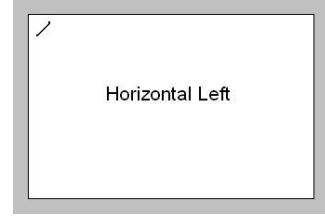
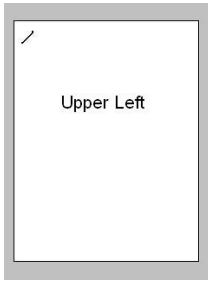
***Rush Order: Please contact a Copy Mill Representative for details***

JULY 2011



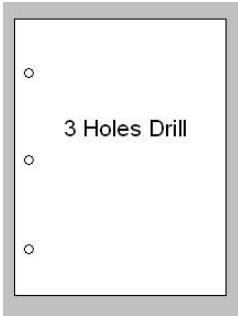
**Standard Finishing Options:** Additional options available, please contact Copy Mill.

**Staple:**



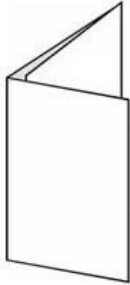
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**Drill Options:**



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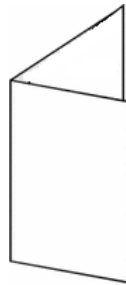
**Fold Options:**



Letter Fold



Z-Fold



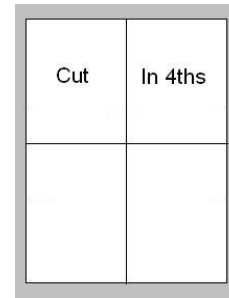
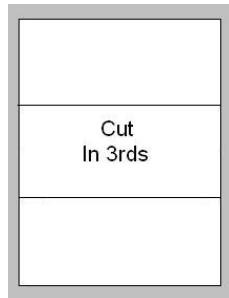
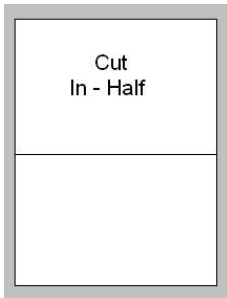
In-Half Fold



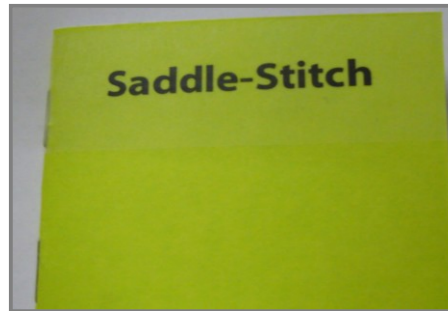
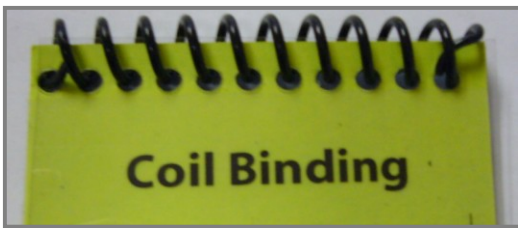
Double Parallel Fold

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**Cut Options:**



**Standard Bindery Options:** Additional bindery options are available, please contact Copy Mill.



**Standard Paper Stock Options:**

Please refer to the sample book for standard colors and weights. For additional paper weights, colors or sample, please contact Copy Mill.

**Paper Stock List:**

Samples as attached, for more paper choices, please contact a Copy Mill Representative.

**65- and 67-lb Cover**

<b>CVR-</b>	01	White	Astrobrights 65-lb
<b>CVR-</b>	02	Lift-Off Lemon	Astrobrights 65-lb
<b>CVR-</b>	03	Solar Yellow	Astrobrights 65-lb
<b>CVR-</b>	04	Galaxy Gold	Astrobrights 65-lb
<b>CVR-</b>	05	Cosmic Orange	Astrobrights 65-lb
<b>CVR-</b>	06	Pulsar Pink	Astrobrights 65-lb
<b>CVR-</b>	07	Re-Entry Red	Astrobrights 65-lb
<b>CVR-</b>	08	Terra Green	Astrobrights 65-lb
<b>CVR-</b>	09	Gamma Green	Astrobrights 65-lb
<b>CVR-</b>	10	Lunar Blue	Astrobrights 65-lb
<b>CVR-</b>	11	Planetary Purple	Astrobrights 65-lb
<b>CVR-</b>	12	Gray	Exact Vellum Bristol 67-lb
<b>CVR-</b>	13	Ivory	Exact Vellum Bristol 67-lb
<b>CVR-</b>	14	Buff	Exact 90-lb Index
<b>CVR-</b>	15	Yellow	Exact Vellum Bristol 67-lb
<b>CVR-</b>	16	Tan	Exact Vellum Bristol 67-lb
<b>CVR-</b>	17	Green	Exact Vellum Bristol 67-lb
<b>CVR-</b>	18	Blue	Exact Vellum Bristol 67-lb
<b>CVR-</b>	19	Orchid	Exact Vellum Bristol 67-lb
<b>CVR-</b>	20	Pink	Exact Vellum Bristol 67-lb
<b>CVR-</b>	21	Salmon	Exact 90-lb Index

**24-lb Papers**

<b>T24-</b>	01	White	70-lb Uncoated Text
<b>T24-</b>	02	Lift-Off Lemon	Astrobrights 60-lb
<b>T24-</b>	03	Solar Yellow	Astrobrights 60-lb
<b>T24-</b>	04	Galaxy Gold	Astrobrights 60-lb
<b>T24-</b>	05	Cosmic Orange	Astrobrights 60-lb
<b>T24-</b>	06	Pulsar Pink	Astrobrights 60-lb
<b>T24-</b>	07	Re-Entry Red	Astrobrights 60-lb
<b>T24-</b>	08	Terra Green	Astrobrights 60-lb
<b>T24-</b>	09	Gamma Green	Astrobrights 60-lb
<b>T24-</b>	10	Lunar Blue	Astrobrights 60-lb
<b>T24-</b>	11	Planetary Purple	Astrobrights 60-lb

**20-lb Papers**

<b>T20-</b>	01	White	20-lb White Bond
<b>T20-</b>	02	Gray	Boise 20-lb
<b>T20-</b>	03	Ivory	Boise 20-lb
<b>T20-</b>	04	Canary	Boise 20-lb
<b>T20-</b>	05	Buff	Boise 20-lb
<b>T20-</b>	06	Goldenrod	Boise 20-lb
<b>T20-</b>	07	Tan	Boise 20-lb
<b>T20-</b>	08	Pink	Boise 20-lb
<b>T20-</b>	09	Green	Boise 20-lb
<b>T20-</b>	10	Blue	Boise 20-lb
<b>T20-</b>	11	Lavender	Boise 20-lb
<b>T20-</b>	12	Salmon	Boise 20-lb
<b>T20-</b>	13	Lemon	Boise 20-lb
<b>T20-</b>	14	Lime	Boise 20-lb
<b>T20-</b>	15	Aqua	Boise 20-lb
<b>T20-</b>	16	Red	Boise 20-lb
<b>T20-</b>	17	Hot Pink	Boise 20-lb
<b>T20-</b>	18	Tangerine	Boise 20-lb