

Task: Copy Center Request

Objective

At the end of this module, an employee will be able to correctly process a Copy Center Request.

Background Information

University Copy Center is contracted with HCC to provide high volume copy services at a reduced rate. The copy center will pick up and deliver at no extra charge. The turnaround time is normally 24 hours. The center should be used when needing large quantities of copies and/or color copies done in bulk.

Information is available online from the HCC home page at <http://www.hccs.edu>

- > Faculty & Staff
- > Business Services (under Finance & Administration)
- > Copy Center
- > [Welcome to Copy Center](#)

Obtain Forms

For HCC Copy Center Request Forms (a hard copy form in triplicate):
Call University Copy Center main office at 713-718-5138 to request forms; they will mail or deliver blank forms to you.

Process for Completing Task

1. Type Copy Center Request Form, filling in all information needed to complete your order
 - 1) Date: Today's date
 - 2) Phone: Your department's phone #
 - 3) Fax: Your department's fax #
 - 4) Requested by: Can be yourself or your supervisor
 - 5) Department: Name of your department
 - 6) Address: Address of your location
 - 7) Room #: Your department's room #
 - 8) Mail Code: Your department's mail code
 - 9) Deliver to: Address of location where items should be sent
 - 10) Room#: Delivery location room number
 - 11) Or will pick up: Check box if you want to pick up the items

- 12) Budget #:
 - Acct.: Indicate 5-digit sub-account
 - Fund: Indicate appropriate fund number
 - Dept.: Indicate your department ID
 - Prog.: Indicate the program #
 - Class: Indicate 3-digit number designating your college or system
 - 13) Title of Material: What is the title of your project?
 - 14) Size: Select a checkbox for the paper size
 - 15) Needed by (date): Fill in the date that you need the item delivered
 - 16) No. Sets: How many sets do you want?
 - 17) No. Originals: How many items do you want copied?
 - 18) Paper Color: Specify a paper color for your copies
 - 19) Cover Color: Specify a paper color for the cover
 - 20) Specifications: Check the box that describes how you would like the item to be finished
 - 21) Special Instructions: List any other special instructions that are needed for clarification (more details = better results)
 - 22) Signature - Budget Authority: The form must be signed by the appropriate Budget Authority
2. Attach either an original document to be copied or a disk with the document(s) to be copied
 3. Completed form must have signature of appropriate budget authority in order to be processed
 4. Submit completed form to your College Public Relations Director for his/her signature *if needed* (e.g., for program brochures)
 5. Submit signed form and document or disk to University Copy Center at 3220A Main for processing, or call for pick up and delivery service. Alternatively, you may fax the completed/signed form to University Copy Center and email to them the document to be copied. See email addresses below.

Key Resource Persons

YOUR COLLEGE PUBLIC RELATIONS DIRECTOR

UNIVERSITY COPY CENTER (main office)
 3220A Main, MC 1107A, Houston, TX 77002

Phone 713-718-5138
 Fax 713-718-5160

Tom Lane	Operations Manager	tomlane@universitycopycenter.com
Shelley Steckert	Production Manager	shelleysteckert@universitycopycenter.com