

IMPORTANT PRINTING INFORMATION

- All material submitted for printing should be error free and **print ready**.
- The Print Shop is **prohibited from printing personal material**. All work submitted for printing must be program or course related.
- The Print Shop will only print marketing and promotional materials if approval is obtained from the Communications Team (submit requests for approval to communications@sw.edu).
- You have the option to submit either hard copy or digital documents for printing. Please note that electronic documents will have a better quality than a reprint of a hard copy of a document.
- Due to storage space and security concerns, electronic documents will not be saved. Submitted requests will be deleted after job completion.
- The correct destination for all electronic print requests is caitlin.hunt@sw.edu.
- The Print Shop is located in Buchanan Hall room 126. I can be reached at extension 63-7696 and my email address is caitlin.hunt@sw.edu.