

Limited Print Services Offered During BI Building Renovation

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NEW Print Job Turnaround Time: 3 to 5 Days

Beginning Monday, May 13, the Print Shop will be temporarily relocated off-campus due to the renovation of the HVAC system in the BI Building. The Print Shop is providing **REMOTE SERVICES ONLY** at this time. All completed jobs will be delivered via Mail Services' [smart locker system](#) at CSM campuses.

Please plan on a three-to-five-day turnaround time on most print jobs. The turnaround time may vary based on the requested quantities, manual finishing options, print shop workload, and new delivery parameters. We will notify you should additional time be required for job completion.

Print Services Offered	
B/W printing	Colored paper (8.5x11)
Color printing	Colored cover stock (8.5x11)
Manual Lamination (11x17 or under)	2-part NCR (Carbon paper)
Booklets (no trimming)	3-part NCR (Carbon paper)
Manual tape binding	3-part NCR, colored ink (Carbon paper)
Manual comb punch/binding	Letterhead
Folding	Tabs
Staple Portrait	
Staple Landscape	

Print Services Temporarily Not Available	
No Easels	No Promo Cards
No Large format printing (anything over 12x18, no photo or scrim banner material)	No Trimming (face trimming of booklets, "color bleeds," etc.)
No Large format laminating (anything over 11x17)	No Padding

No order that requires cutting (postcards, promo cards, brochures)	No Cutting
No NCR Adhesive	