



1. All copy/print orders MUST be placed through the Copy & Print Center via Avid. Please do NOT use an outside source for copies/prints.
2. A Copy & Print Center order form (CORF) must be submitted for all orders. The CORF can be found on any networked device by going to the S: (Public) Drive > Forms > Bookstore-Copy Center. Please save a copy to your desktop or personal drive for easy access.
3. Only submit the completed CORF to Avid. Any documents for copying/printing should be delivered to the Copy & Print Center via email ([copycenter@mtec.edu](mailto:copycenter@mtec.edu)), inter-campus mail, or in person.
4. All electronic files MUST be in PDF format. Any other formats received (.docx, .xlsx, .psd, etc.) will be converted to PDF before printing. Please inform the Copy & Print Center if you would like files to be saved for future print orders.
5. **The Copy & Print Center cannot start production on an order until it has been submitted to Avid and approved by managers/directors if necessary.**
6. The Copy & Print Center may not be able to produce some orders. All orders still must be placed with the Copy & Print Center and will be taken to an outside business if necessary.
7. All hard copies must be organized and prepped for immediate copying when they are delivered to the Copy & Print Center.
8. Please double-check your document(s) before placing an order. The Copy & Print Center is not responsible for proofreading or spellchecking. Your department will be charged for any unusable orders due to submitter errors and you will be required to resubmit your order.
9. Orders take between 2-14 business days for completion depending on the size of the order and time of year. This does not include time in Avid for supervisor approval, ordering of special materials, editing, or other changes that may need to be made before the order can be completed.
10. If for any reason the Copy & Print Center is not able to complete an order within 14 business days, the Copy & Print Center will IMMEDIATELY contact you to with the new timeframe for completion.