HAYWOOD COMMUNITY COLLEGE	BUSINESS SERVICES **PRINT SHOP WORK ORDERS**	Procedure 6.2.10.3

The Print Shop makes every effort to meet the publication needs of the College's faculty and staff. Work orders for the Print Shop should be submitted using the College's ticket system.

The Print Shop Department supports the following document formats: Microsoft Office 2010+ (Word, Publisher, Excel, and PowerPoint); Adobe Creative Suite 5+ (InDesign, Illustrator, and Photoshop) and PDF. Files can be submitted to the Print Shop, CDs, DVDs, and USB Flash Drives. Files can also be submitted via e-mail.

Adopted: 06-07-2017