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<b>Name:</b>	<b>Printing &amp; Duplicating Services – Personal/Outside Work Requests</b>
Policy Number:	2-4004
Origin:	Facilities Management
Approved:	1 March 1993
Issuing Authority:	Senior Director, Facilities Management
Responsibility:	Director, Housing & Conference Services
Effective Date	2020-JAN-21
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The Print Centre will produce printed material for students and for individuals and organizations outside of the University community, as feasible. Such work is accepted on the standard Print Requisition form with the name of the individual/organization and the phone number.

External print jobs will not take priority over time critical University printing.

#### **BILLING/PAYMENT**

All external work is charged to the individual/organization at the published rate plus applicable taxes. The Print Centre will accept debit and most major credit cards. Print jobs for external clients must be paid for at the time of order. Exceptions will only be made for previously approved on-campus operations that have been extended billing privileges. The Print Centre does not accept cash or cheques.