

# IMPORTANT INFORMATION

- The Print Shop does not create, proofread, or edit documents. All material submitted for printing must be **print ready**.
- The Print Shop is **prohibited from printing personal material**. All work submitted for printing must be program or course related and official York College business.
- The Print Shop is in **full compliance** with CUNY's policy regarding **Copyright**. We reserve the right to deny any request that violates CUNY's Copyright Guidelines. A pamphlet is available explaining CUNY's Copyright Guidelines in detail at the Print Shop. In addition, copyright consent forms are also available. Please attach the completed copyright consent form with the publisher's release to your printing services requisition for completion.
- You have the option of submitting your work via interoffice mail or electronically via email. Please note that electronic documents appear in our inbox in minutes and are completed faster and with better quality than a reprinted hard copy of a document.
- A printing services work order is available online for your convenience. Search (printing services form), click on the link and fill out all the required fields. Upload your attached document, and we will complete your order ASAP.
- Because of space and security concerns, electronic documents are not saved on our computer's hard drive. We will print and trash all completed documents sent to our inbox.
- Please do not send your electronic print request to a Print Shop employee's personal York college email account. In the event the employee is out sick or on vacation, no one else will be aware of the request or can access their personal account. The correct destination **for all** electronic print requests is [printing@york.cuny.edu](mailto:printing@york.cuny.edu).
- The Print Shop is located in the Academic Core building. Lower level room 08. We can be reached at extensions 2293, 2294 or 2295. Our email address is [printing@york.cuny.edu](mailto:printing@york.cuny.edu).