

THINGS TO KNOW

Quick Copy: All requests of 20 copies or less per original while you wait. If you **cannot** wait for copies, your duplicating job must be submitted as a regular request. Turn-around-time will be on a first come first served basis.

Please see below



24 Hours:

All job requests from one (1) to fifty (50) originals, twenty-one (21) to fifty (50) copies per original.

36 Hours:

All job requests from one (1) to fifty (50) originals, fifty-one (51) to one hundred (100) copies per original.

48 Hours:

All job requests from one (1) to fifty (50) originals, one hundred and one (101) to two hundred copies per original.

One to Two Weeks:

All job requests from one (1) to fifty (50) originals, two hundred and one (201) to three hundred (300) copies per original.

Two Weeks or More:

All job requests from one (1) to fifty (50) originals, three hundred and one (301) or more per original.