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AM-504-2

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Quick Copy Center

DESCRIPTION

The Quick Copy Center (QCC) is operated by the Reproduction and Printing Section of the Bureau of Purchases. The QCC provides multiple copies of documents at the lowest possible cost. Agencies which require more than 50 copies of a document must utilize this service in order to minimize the City's copying costs. Agency copiers must not be used for production of more than 50 copies of a single document

QUANTITY LIMITATIONS

For quantities ranging from 50 to 2,000 copies of a document, use of the QCC is the most economical method of reproduction.

For quantities exceeding 2,000 copies of a document, the most economical method of reproduction involves use of special equipment operated by the Reproduction and Printing Section. Requests for such printing should be made in accordance with AM-504-1.

PUBLICATIONS COMMITTEE APPROVAL

The Publications Committee must approve all material which is classified as a publication prior to printing.

To determine if a printing request requires Publications Committee approval, see AM-504-4.

CAPABILITY

The QCC can provide from 50 to 2,000 copies of a document. In addition, the QCC can punch, collate, staple, and bind copies.

TYPE OF COPIES

Copies will normally be printed on white bond paper 8 1/2" x 11", in black ink. (Colored paper and 8 1/2" x 14" copies are available.)

CONDITION OF DOCUMENTS TO BE COPIED

Documents to be copied must be either 8 1/2" x 11", or 8 1/2" x 14", and will be reproduced on the same size paper as the originals. For proper quality copies, typewritten original documents should be prepared on white paper with a black ribbon; signatures should be written in black ink.

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OBTAINING SERVICE

An approved PUBLICATION APPROVAL REQUEST (28-1258-5089) [AM-504-4-1], if applicable, and a COPY CENTER DUPLICATING REQUEST (AM-504-2-1) must be submitted to Reproduction and Printing to request Quick Copy service.

Note: If several document require the same number of copies, a single Copy Center request may be submitted. However, if several documents require different numbers of copies, a separate request is necessary for each document.

Requests involving not more than 200 copies of 10 original sheets will be processed within 24 hours. On larger request consult Reproduction and Printing for time estimates.