

COLOR PRINTING GUIDELINES

Please keep in mind that, while color looks nicer, it is not always necessary, and carries a high financial cost to the College. Therefore, the Print Shop reserves the right to deny any job for which color is deemed unnecessary or too expensive.

The Print Shop will print the following in color:

Brochures

Business Cards for Faculty/Staff, Emeritus Retirees (Student Congress and PTK will be charged for business cards)

Catalogs/Programs (Cover in color, pages in b/w)

Covers

Flyers

Forms (official forms that must be in color)

Invitations

Maps

Newsletters

Photographs

Post Cards

Posters (larger than 11x17 will be charged for)

The Print Shop will not print the following in color:

Business Cards for Adjuncts or Students

Course Materials/ Handouts/ Syllabi/ Tests, etc...

Inserted pages (Individual color pages which must be inserted into b/w documents)

Letters (Letters can be printed on MVCC letterhead)

Spot Color (Materials which contain one color word, line or isolated image)

We also offer laminating for archival documents and posters.

We will not laminate name tags, badges, or documents which require a crease/fold. It is the responsibility of the requesting party to obtain pouches and lanyards for name tags and badges. We will not 3-hole punch laminated documents.

You may submit jobs online at:

<https://www2.mvcc.edu/forms/printshop/index.cfm>

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