



# Kendallville Public Library

Providing access to information...for life.

## Request to Print/Laminate

### Contact Information

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Noble County Resident?  Yes  No Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Submission Requirements

Submissions must be given to the marketing manager by the end of the close of business on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month. Staff will make every effort to have items printed and ready for pick-up by the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month. Library printing takes priority over community print jobs. The library is not to be held responsible for missed deadlines due to equipment failure and other circumstances beyond our control.

Patrons are encouraged to proof before submitting their document. The marketing manager is not responsible for designing or editing patron projects. The library is not responsible for typos, errors, etc. All submissions must be in **PDF format** and can be submitted electronically by email to [marketing@kendallvillelibrary.org](mailto:marketing@kendallvillelibrary.org). All print jobs costing over \$100 require 50% payment at time of order.

<b>STAFF USE ONLY</b>
50% Paid: CASH or CARD
Date Paid: _____
Staff Initials: _____

### Project

Please complete the chart below with your project information.

	Prices	Front and/or Back	Quantity	Length/Size	Total Cost
<b>Banners</b>	Up to each 1Ft. in length = \$2				\$
<b>Copies – BW</b>	<ul style="list-style-type: none"> <li>\$0.10 per 8.5x11 side</li> <li>\$0.20 per 11x17 side</li> </ul>	<i>Circle One:</i> Front Back Both			\$
<b>Copies – Color</b>	<ul style="list-style-type: none"> <li>\$0.25 per 8.5x11 side</li> <li>\$0.50 per 11x17 side</li> </ul>	<i>Circle One:</i> Front Back Both			\$
<b>Laminating</b>	Up to each 1Ft. in length = \$1				\$



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## Staff Instructions

### Steps

1. Have the patron complete the form
  - a. There is a 'Staff Only' box for when staff pay the first 50% if the job costs more than \$100; circle 'cash' or 'card' depending on method of payment, date it, and initial
2. Make a copy for the patron
3. Place the original in Katie Woodard's mailbox
4. Give the patron the last copy
5. Marketing completes the job and calls/emails the patron for pickup
6. Marketing takes the completed job to the CIRC desk for pickup with the form attached
7. Final payment is taken at time of pickup
  - a. Circulation retains the completed form and gives it to Mindy for data purposes