



SECTION: GA
TOPIC: FORMS 02
FAST COPY
DECEMBER, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: FORMS MANAGEMENT PROGRAM - FAST COPY PRINTING SERVICE

The purpose of the Fast Copy Printing Service is to provide Dane County departments with an efficient, cost effective means to reproduce written materials such as letters, reports, booklets and brochures, etc.

A Fast Copy requisition (014-3-15) is required when requesting Fast Copy services. Submit a Fast Copy requisition and the appropriate attachments directly to Printing and Services. All basic identifying information must be provided on the Fast Copy requisition.

END OF NARRATIVE



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1. Normal quantities produced through the Fast Copy service are 11 to 1,000 impressions per original. However, smaller quantities of 1 to 10 impressions will be accommodated on a lower priority than the normal quantities. To provide economical service and quick turnaround, Printing and Services must put a higher priority on the normal quantities.
2. The Fast Copy requisitions are to be completed in accordance with "Fast Copy Printing Service-Procedure." Incomplete requisitions will be returned to the requesting department.
3. Fast Copy requisitions are completed within 1 to 2 working days, depending on the size and complexity of the job. If orders exceed normal quantities, or require any special services, turnaround could be longer. Fast Copy requisitions are scheduled per the requested due date.
4. The requesting department is responsible for providing camera-ready copies for reproduction. However, if some composing or layout is required, it should be indicated on the requisition. Extensive composing or layout will not be accepted through the Fast Copy Service (see Production Printing Service).
5. The Fast Copy Requisitions can be obtained from the Printing and Services Division.

END OF POLICY



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Forms Needed:

Fast Copy Requisition (014-3-15)

RESPONSIBILITY

Requesting Department

ACTION

1. Prepares originals to be reproduced.
2. Completes "Fast Copy Requisition." Enters on form:
 - a) Department/Division Name.
 - b) Department/Division Number.
 - c) Person Ordering
 - d) Telephone Number.
 - e) Date of Order
 - f) Date and Time needed.

For each original or set of originals:

- h) Description-Indicate title of form (report, letter etc.)
 - l) Number of Originals
 - j) Number of Copies per Original
 - k) Double-sided (Yes or No)
 - l) Paper: In stock sizes, color, types are listed on the Fast Copy requisition.
 - m) Print: 1 side, 2 sided head- to-head or head-to-foot.
 - n) Fold: letterfold, z-fold, single fold, other (attach sample).
 - o) Finishing: collate, pads (of 100), cut, perforate/score, plastic binding or xerox tape binding.
 - p) Staple: upper left corner, side stitch, upper left corner (horizontal), booklet maker.
 - q) Drill: standard 3-hole, other (attach sample).
 - r) Additional directions or comments: indicate special instructions.
3. Retain pink copy of Fast Copy requisition. Send white and yellow copy with originals to the Printing and Services Division.



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RESPONSIBILITY

Printing and Services

ACTION

4. Produces specified number of copies.
5. Completes billing section of Fast Copy requisition.
6. Places completed order on shelf for pick-up by customer or delivery by Printing and Services personnel.
7. Mails itemization for fast copy billing to departments on a monthly basis.

END OF PROCEDURE