

# QUICK TIPS

## Standard Turnaround Times

Standard turnaround times are listed below. Please be aware that during high volume times throughout the semester, turnaround can increase up to 24+ hours.

Your job will be processed in the order that it was received.

It is often the case that a job will take less time than noted below. However, you should always plan to encounter these turnaround times to guarantee your final print will be ready for class or critique.

## Laser Printing (canon c6010)

**1-2  
hours**  
laser

**2-4  
hours**  
BYOP

## Inkjet Printing (epson 4880 + 9900)

**4-6  
hours**  
inkjet

**4-6  
hours**  
inkjet

## Finishing (binding + stack cutting)

**6-8  
hours**  
cutting

**1-2  
hours**  
binding

The IC is not responsible for delays that are a result of user error [incorrect page order, typos, transparency, etc.].

There may be occasions a printer is down or is undergoing maintenance.

Plan ahead when submitting print jobs. The IC can only print as fast as the data is processed.

### **Order Changes:**

If an order is cancelled or changed while the print job is being processed or after the job has already finished, you will be charged for the completed print output.

### **Completed Print Jobs:**

All print and copy jobs must be picked up and paid for within three (3) weeks of the drop-off date.

If completed work is not picked up, a hold will be placed on your account for the cost of the print job.

The Imaging Center is not responsible for the loss or damage of prints or USB storage devices left longer than three weeks.

**For more information, check out our full Imaging Center Guide.**