

COPY SERVICES

<http://www.unbc.ca/copy/>

Welcome to UNBC!

Copy Services is responsible for the provision of copy services on the Prince George campus through the operation of a central copy facility as well as area copy machines placed throughout the campus. Barry Wong Copy Services Ltd. is an external contractor who manages the copy service function at UNBC. If you have a problem with any copier equipment, call 960-6464 or 960-6466 for servicing.

Copy Services prints high volume amounts of reports, class handouts, exams, course readings packages, 2, 3, and 4-part forms, informational brochures, posters, etc. Copy Services also provides ultra-fast digital full colour printing and copying capabilities. We can print directly from CD, Disk or Electronic File. Email us at copyservices@unbc.ca. Work is produced on a first in – first out policy. Most jobs are produced within half a day depending on volume in the shop. Cash Cards are required to operate Office Copiers. Your secretary can assist you in completing the Photocopier Cash Card request form (see attached) to obtain a card.

Copy and Publishing Services form must be completed prior to work being produced at Copy Services. Please include all account numbers and authorizing signatures. Forms are available through your secretary or at Copy Services.

Various paper stocks, binding options, sizes of finished material and print consultation are offered. Desktop publishing and color photocopying is also available for professional and personal projects.

If you have any questions regarding our services or procedures, please do not hesitate to visit us.

Copy Services is located in the Agora between Food Services and the Bookstore.

Hours of Operation:

Monday – Friday
8:30 am – 4:30 pm

Staff:

Copy Services Manager
Telephone: 960-6464
Copies Services Operator
Telephone: 960-6466

COPY SERVICES FORMS

- Photocopier Cash Card **
- Copy and Publishing Services Request Form **

**Note: The forms marked with asterisks represent samples of commonly used forms
These forms can be picked up at Copy Services.**