

Print and Design Reference Sheet

See website for full details

Version 1: Updated 09/11/19



Location & Hours

East Campus • Bldg 1, 267 • 407-582-2258
Mail Code 3-6

Fall/Spring:

Monday - Friday: 8am-5pm

Summer:

Monday - Thursday: 8am to 5pm

Friday: 8am to Noon



Contact Information

valenciacollege.edu/employees/print-design
printdesign@valenciacollege.edu

Darla Brown

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Jonathan Perry

Graphics Processing Specialist

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Whitly Charles

Graphics Processing Specialist

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Services Offered

- Printing
- Large Format Poster Printing
- Design
- Document Creation
- Printing on Valencia College Certificates and Invitations
- Scantron Sheets
- Reams of Paper
- Binding
- Small Scale Lamination

Please refer to our website for full details, policies and turnaround for all services offered.



Copyright

All requests are subject to copyright laws. Written permission from the publisher for copyrighted documents should be obtained prior to submission. Valencia's official copyright policy can be viewed online. Note: All questions related to copyright should be directed to Deans. The policy number is POLICY: 6Hx28:5-09.1. Content in the Public Domain is free to use without permission.



Print

Brochures, books (binding option available), syllabi, tests & quizzes, flyers and programs

Turnaround Time

Please allow 3 business days for processing, printing and delivery. Larger and more complicated print requests may require extra time. All requests will be delivered via interoffice mail. Requests received after 4:30 p.m. will be processed the next business day (Mon-Fri).

Printing Guidelines

All printing will be charged to divisional/departmental budgets with prior approval of budget manager. Individual departmental guidelines will be followed regarding large requests and color.

Submit Your Request

To expedite requests, please submit jobs electronically via the Print Request Form on our web page:
valenciacollege.edu/employees/print-design

Requests received after 4:30 p.m. will be processed the next business day (Mon-Fri).



Design

The Print and Design team is responsible for designing internal flyers, posters, document creation, and invitations and certificates. We also provide printing services on Valencia College official stationary.

Turnaround Time

All project and request timelines are subject to change based on complexity of the request.

Design: 5 business days minimum.

Document Creation: 5 business days minimum.

Valencia College Certificates and Invitations: 3 business days minimum. Supplying Valencia College stationary is the responsibility of each individual requester.

Ordering Valencia College Stationary

<https://valenciacollege.edu/employees/procurement/printing-services.php>

Request Submission and Design Appointments

Graphic Design, Document Creation, and Certificate/Invitation requests can be submitted through our online form, or via appointment, with one of our Graphics Specialists to discuss your project in detail. To schedule an appointment, please contact a Graphics Specialist.