### Copy/Print Jobs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost per side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satellite Copier charges</td>
<td>$0.07</td>
</tr>
<tr>
<td><strong>Copy Center</strong></td>
<td></td>
</tr>
<tr>
<td>8.5 x 11, 2-sided</td>
<td></td>
</tr>
<tr>
<td>White 20#, 60#, 70# b/w</td>
<td>$0.06, $0.08</td>
</tr>
<tr>
<td>Colored paper b/w</td>
<td>$0.10, $0.12</td>
</tr>
<tr>
<td>Cardstock b/w</td>
<td>$0.12, $0.14</td>
</tr>
<tr>
<td>Color prints 20#, 60#, 70# b/w</td>
<td>$0.20 per side</td>
</tr>
<tr>
<td>Color prints cardstock/special*</td>
<td>$0.25 1st side, $0.20 2nd side</td>
</tr>
<tr>
<td>Special paper b/w copies</td>
<td>$0.11, $0.06</td>
</tr>
<tr>
<td>Special cardstock b/w copies*</td>
<td>$0.16 1st side, $0.06 2nd side</td>
</tr>
<tr>
<td>Brochure paper</td>
<td>$0.14 1st side, $0.06 2nd side</td>
</tr>
<tr>
<td>Personal b/w</td>
<td>$0.10 per side</td>
</tr>
<tr>
<td>*special type paper: linen, glossy, bond, letterhead (if paper is provided by customer, the charge is $0.04 cents.)</td>
<td></td>
</tr>
<tr>
<td>8.5 x 14</td>
<td></td>
</tr>
<tr>
<td>White 20#, 60#, 70# b/w</td>
<td>$0.07, $0.09</td>
</tr>
<tr>
<td>Colored paper b/w</td>
<td>$0.11, $0.13</td>
</tr>
<tr>
<td>Cardstock b/w</td>
<td>$0.13, $0.15</td>
</tr>
<tr>
<td>Color prints 20#, 60#, 70# b/w</td>
<td>$0.30 per side</td>
</tr>
<tr>
<td>Color prints cardstock/special*</td>
<td>$0.35 1st side, $0.30 2nd side</td>
</tr>
<tr>
<td>Personal b/w</td>
<td>$0.12 per side</td>
</tr>
<tr>
<td>*special paper: linen, glossy</td>
<td></td>
</tr>
<tr>
<td>11 x 17</td>
<td></td>
</tr>
<tr>
<td>White 20#, 60#, 70# b/w</td>
<td>$0.11, $0.13</td>
</tr>
<tr>
<td>Colored paper b/w</td>
<td>$0.12, $0.14</td>
</tr>
<tr>
<td>Cardstock b/w</td>
<td>$0.15, $0.30</td>
</tr>
<tr>
<td>Color prints (any type paper)</td>
<td>$0.50 per side</td>
</tr>
<tr>
<td>Personal b/w</td>
<td>$0.14 per side</td>
</tr>
</tbody>
</table>

### OTHER COPY CHARGES

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost per book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binders</td>
<td>$0.50</td>
</tr>
<tr>
<td>Binding fee</td>
<td>$0.01 per sheet</td>
</tr>
<tr>
<td>Folding</td>
<td>$0.01 per sheet</td>
</tr>
<tr>
<td>Cutting fee</td>
<td>$0.01 per cut per sheet</td>
</tr>
<tr>
<td>Cardboard pad/assembling</td>
<td>$0.50 per pad</td>
</tr>
<tr>
<td>Padding compound</td>
<td>$0.01 per sheet</td>
</tr>
<tr>
<td>Saddlestitch</td>
<td>$0.02 per book</td>
</tr>
</tbody>
</table>

### OTHER WORD PROCESSING CHARGES

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost per side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transparencies b/w prints</td>
<td>$1.00 each</td>
</tr>
<tr>
<td>Transparencies - color prints</td>
<td>$1.50 each</td>
</tr>
<tr>
<td>Color prints-8.5 x 11 (personal-off campus)</td>
<td>$0.50 per side</td>
</tr>
<tr>
<td>Color prints-8.5 x 14 (personal-off campus)</td>
<td>$0.75 per side</td>
</tr>
<tr>
<td>Color prints-11 x 17 (personal-off campus)</td>
<td>$1.00 per side</td>
</tr>
<tr>
<td>Burn CD</td>
<td>$1.00 each</td>
</tr>
<tr>
<td>Poster Printing-24&quot; x 36&quot;</td>
<td>$18.00 each</td>
</tr>
</tbody>
</table>

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If you have a problem with the satellite copiers, please contact the copier captain listed below for that building or call the Communications Center (ext. 4028).

### Copier Captains
- **Receptionist**
- JP Wilson
- Becki Talley
- Cynthia Blake
- Help Desk Assistant
- Kristen Keith
- Coaching Staff
- Marcela Brunson
- Lynn Disotell
- Mandly Gray
- Lillie Wright
- Julie Metro
- Melody Mayo
- Receptionist
- LaTricia Davis
- Arvia Askew
- Lindsay Bragg
- Laurie Burks
- Lesley Robertson
- Brad Stout
- Sarajane Telford
- Kandice Herron
- Patricia Owen
- David Wingfield

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**University Communications and Marketing**
- Nelson Hall, Room 115
- (870) 235-4028

**Office Hours**
- Monday - Friday
  - 8 a.m. to 4:30 p.m.
- Summer Hours
  - Monday - Thursday
  - 7 a.m. to 5 p.m.

**http://www.saumag.edu/communications**
The University Communications and Marketing team strive to provide the best possible service in a timely manner to all SAU departments.

To help accomplish this, the following steps have been established:

1. Submit any publication and printed material to a Communications’ staff member. Copy-only work will be handled by a student worker at the counter.

2. Your printed project will be assigned to the appropriate person to create the artwork.
   - A. Once your artwork has been completed, you will be notified and asked to proof it. At that time, you can mark needed changes.
   - B. Corrections and changes will be made, and you will be asked to proof the final document and approve before printing.
   - C. All publications, i.e., brochures, news releases, flyers, mailed materials, and photographs must be approved by administration before distribution. Be sure to allow up to five working days for the approval process to be completed. All sports news are handled through the Sports Information Director, Daniel Gallegos, ext. 4104.

Our mission: highly functional, accessible Web content and tools for all stakeholders.

Our content management system (CMS) allows a specific look and feel to be applied to all Web pages. We are currently transitioning into the CMS.

With our CMS, we manage users and create default components and layouts for departments, in addition, we:
- Coordinate training
- Provide technical troubleshooting
- Initially publish content for departments
- Move content live
- Monitor and offer assistance to departments

In addition to the CMS, we maintain or support:
- University calendar(s)
- RSS/Email marketing initiatives
- Analytics
- Universal system site search

We are also very active in maintaining various social media resources on behalf of the University such as Facebook, LinkedIn, Twitter, Flickr, and YouTube.

The University Store provides faculty and staff with printed supplies such as SAU envelopes and letterhead which can be purchased on campus through department accounts. The store also supplies paper for department printers and department owned copiers. Electronic ordering and walk-in service is available. Delivery service is provided when student workers are available.

Walk-in service will be provided on a first-come, first-served basis for small copy jobs. Larger jobs should be left and picked up later. The worker will be able to give you an estimated time when the copies will be ready.

At least three days is required to copy 1,000 or more printed materials that need to be folded and/or 50 or more booklets that need to be bound. Depending on quantity and pages, the binding may need to be outsourced.

Tests

Tests should not be given to a student or a student worker. Make a ticket at the counter and leave the test with a full-time employee. The tests will be locked up until faculty or staff pick them up. Security cannot be guaranteed if a student or student worker delivers or picks up the tests.

Satellite Copiers

It is the responsibility of the Copy Center to maintain the satellite copiers on campus. Code numbers for each employee or department must be entered in order to activate the copier. The Magale Library and the student lounge in Wilson-2nd floor have coin-operated machines.

Satellite Copier Codes

To obtain a copier code, you should complete the New Employee Communication Services Request Form and submit the form to the Copy Center in Nelson 115 or slot 20.

News Releases

Informing the public of information regarding University events and student/faculty/staff honors is very important. Any information you would like distributed to the media should come through the University Communications and Marketing office. Information must be submitted to saunews@saumag.edu as early as possible, but at least 10 days prior to an event. For informational items, please submit as much information as you would like...it's better to have too much than too little.

To maintain SAU’s consistent style and brand, all publications, flyers, brochures, pamphlets, newsletters, advertisements, invitations, graphic design projects, event programs, T-shirts, etc. should be sent to the marketing team for approval. To guarantee the best quality work, please submit your information at least two weeks prior to the date required for new materials. More time will be needed for a larger publication. A photographer is available to cover SAU events for publicity upon request. Please schedule all photography needs at least a week in advance.

The Web directory and the printed directory is maintained by the University Communications and Marketing office. New employee information is submitted for the directory through Human Resources when faculty or staff are hired. Changes can be submitted by filling out the New Employee/Directory Change form online under “Campus Directory.”

Promotional Materials

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