FAQs and Tips for Successful Printing

Q. Am I supposed to pay for my printing when I get the cost report?

A. No. When we complete your job, we'll send a cost report showing the charges for printing. At the end of the month, we'll send your fiscal department a summary of charges that will list all the printing and distribution that has been done for your agency for the month.

Q. Where can I get a Form D-8 to request printing?

A. [Click here](#).

Q. What type of file format can you print from?

A. We can print from most graphic arts applications for PCs or Macs but our preferred format is PDF. Other formats we can work with include:

- InDesign
- Illustrator
- Photoshop
- Microsoft Word*
- Excel*
- PowerPoint*

* Saved as PDF before forwarding.

Q. How quickly can you print color copies and photocopies?

A. Most color copies and small photocopy orders can be printed in just a few days. In some cases, emergency orders can be completed on the same day.

Q. Can you make last minute changes to my document before printing?

A. We can make last-minute changes. But in most cases, your printing completion date will be delayed by the length of time necessary to remake plates. There might be extra cost to cover more materials and time.

Q. Can I email files to the print shop?

A. Yes. Contact us on how to submit files electronically. Call 512-250-7113 to learn more.