

Duplication Service

Duplicating Services

A. General Guidelines

The Duplicating Services Department provides fast copy service at three convenient locations: MN-57 of the Medical Center, Kinkead Hall Room 8 and Whitehall Classroom Building Room 29.

Departments using Duplicating Services are billed monthly on an automated IDIV. Duplicating Services has digital networked high volume black and white copiers as well as state-of-the-art digital networked color copying to provide our customers with duplicating services with the most current copier technology. The Digital Store Front in Duplicating Services enables departments to submit jobs through the web. The web address is <http://dsfserver.gws.uky.edu/DSF/account/login.asp>

B. Duplicating Services can provide large numbers of copies quickly at about 50 percent of the cost of making copies on an office copier. In addition Duplicating Services provides services in binding large and small documents, preparing printed or unprinted pads, hole punching, collating, folding, stapling, and other quick-printing services.

C. How to Obtain Service

Duplicating services may be obtained without a requisition or purchase order. A Duplicating Services Job Order Form must be completed for each job. Information required to complete this form includes the department name, address, contact person, phone number, delivery address and departmental account number. See www.uky.edu/eForms/forms/duplicating.pdf.

D. See Section B-10-2, "Duplicating Services."

E. Payment for services or supplies will be made via the Duplicating Services' automated billing system which posts directly to the departmental account. A paper copy of the invoice will be mailed to the departmental address.

F. For more information, visit the Duplicating Services web-site at www.uky.edu/AuxServ/Printing/.