



Metropolitan Baptist Church Copy Center Policies & Procedures

Copy Center Policies/Submitting Copy Requests:

The Copy Center has style and design oversight of all publications of the church.

Patrons must fill out a copy request slip when submitting materials to be copied.

Materials are copied on a first come, first served basis.

Copies cannot be made from spiral-bound notebooks which can scratch the copiers' glass surfaces.

Camera ready copy requests should be made 2 – 3 days in advance.

If staff is available, copies of less than 50 pages may be made in the church office.

Copy Center Services:

- Photocopying of ministry documents, flyers, and booklets
- Image scanning
- High-speed copying with collated and stapled output
- Copies on three-hole punch paper
- Copies on color paper with the following selections: blue, green, pink, yellow.
- Copies on card stock paper with the following color selections: white, ivory
- Color printing from e-mail
- Folding of single page copies

Copy Center Charges Per Page:

White Paper (Letter/Legal)	5 cents
White Paper (11 by 17)	7 cents
Color Paper:	5 cents
Cardstock (any color):	5 cents
Three-hole punch:	5 cents
Double-sided:	10 cents (5 cents per side)
Paper supplied by ministry: (must be approved by Copy Center)	3 cents
Color printing:	20 cents
Folding:	2 cents