

SUN CITY LINCOLN HILLS

NEIGHBORHOOD WATCH

PRINTING REQUEST GUIDELINES

Sun City Lincoln Hills Community Association funds NW printing – with an allocation of 1,000 black and white and 250 colored copies per month. When copies are needed *for official Neighborhood Watch purposes*, a detailed request (download most current version from schlwatch.org website under documents) must be submitted to the Executive Director for approval. **Once approved**, request is sent to NW Executive Assistant (EA). The EA will submit **approved print request and master documents** to the Senior Director, Lifestyle & Communications at the Orchard Creek Lodge Activities Desk, and log the request in **NW Printing Log**. The Activities Desk **will contact the requester** when their copies are ready for pick up.

To ensure print request is understood and not misinterpreted, the requester should:

SUBMITTING MASTERS FOR PRINTING

1. **PLAN AHEAD** – *email request including electronic version of document to Executive Director and Executive Assistant. EA will confirm most current version of document is used.*
2. **Submit** requests to the association at least one week in advance.
3. **Separate** single-sided and double-sided masters into two print requests.
4. **Submit single** page documents *with identical instructions* on ONE request form, but *make sure the COLLATED or COLLATED and stapled IS NOT CHECKED.*
5. **Submit double-sided SINGLE** page documents as two masters – *multiple documents may be on ONE request if each master is paper clipped together. Please note, for accounting purposes, each side is counted. Example, 100 two-sided pages is counted as TWO HUNDRED pages.*
6. **Submit double-sided MULTIPAGE** documents *in order* with a post-a-note stating – ONE double-sided document. Be sure the COLLATED or COLLATED and stapled **IS CHECKED.**
7. **Specialty paper** *is not provided by the association* – if authorized by the Executive Director, the EA will include it (cardstock or colored paper) when submitting request.
8. Printing privileges are strictly limited to official Neighborhood Watch business. NW *will not print flyers for outside organizations* that provide inserts for Neighborhood Watch Welcome Packet or flyers for individual village block parties.

SUN CITY LINCOLN HILLS
NEIGHBORHOOD WATCH
PRINTING REQUEST FORM

DATE: _____ REQUESTED BY: _____

APPROVED: _____ OR _____
EXECUTIVE DIRECTOR ASSISTANT EXECUTIVE DIRECTOR

NOTE: MUST FIRST SUBMIT TO NEIGHBORHOOD WATCH EXECUTIVE DIRECTOR FOR APPROVAL. THE EXECUTIVE ASSISTANT WILL REVIEW/DELIVERY TO ACTIVITIES DESK

DOCUMENT NAME		DATE NEED
NUMBER OF MASTERS	NUMBER OF COPIES	TOTAL COPIES
SINGLE SIDED	DOUBLE SIDED	COLOR OR SPECIALTY PAPER
THREE-HOLED PUNCH	COLLATED AND STAPLED	COLLATED ONLY

SPECIAL REQUIREMENTS: _____

WHEN READY FOR PICKUP, PLEASE CALL _____ AT _____

FOR ADDITIONAL INFORMATION, EMAIL NEIGHBORHOOD WATCH EXECUTIVE ASSISTANT AT EXECUTIVEASSISTANT@SCLHWATCH.ORG

SCLH ACTIVITIES DESK USE ONLY:

RECEIVED	PRINTED	CALLED
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