The GIS Center's Printing Policy

To print on the GIS Center's Canon iPF8000s 42" color printer, the following procedures should be followed.

1) Contact the GIS Director (Keith T. Weber, webekeit@isu.edu) or the GIS Center Technician to schedule a printing date and time.

2) A minimum of 24 hours should be allowed between the date you contact the GIS Center and the date you need your finished product. If the print job is not placed (i.e., the graphic file is delivered to the GIS Center) at least 24 hours before you need the finished product a rush service fee of $20.00 will be added to your invoice.

3) Printing costs are: $12.50 per linear foot for photo quality gloss (presentation grade) paper and $11.00/lf for low-glare photo base paper.

4) Payment must be made before the finished product can be picked up (ISU account numbers and credit cards are accepted).

5) The fees assessed include paper and ink costs only. Work performed by the GIS Director or one of the GIS Technicians is not included. If additional work is needed and if the customer does not wish to perform the necessary processing, the graphic will be printed 'as is' or a GIS Center technician can perform the image processing job. Image processing set-up fees are charged at a rate of $60 per 100mb (based on the size of the opened graphic file in Paint Shop Pro, not the compressed size of the file on the hard drive).

6) Printing will be performed by the GIS Director or one of the GIS Technicians. A map or poster can require 30 minutes to 8 hours to print based on the following factors:
   a. size of the graphic file on the hard drive (in MB)
   b. size of the graphic file opened in Paint Shop Pro (in MB)
   c. size of the print file job (in MB)
   d. physical size of the map or poster
   e. the complexity of the graphic (the amount of solid fills, etc)