

Email Ahead service from Mr. Copy

Here's how it works:

You prepare your file(s) at home, or campus, etc...

Send them to us in an email with complete instructions, including:

- Special papers, if desired;
- Quantity if other than one;
- Any special binding information;
- Your phone number or other contact information;
- Your first and last name.

We will open the files and print them, provided ...

- We feel the files are opening and loading correctly;
- Your instructions were clear and concise and we are certain we know what you want;

All you do is stop by our store. Your order will be completed and ready for you when you arrive!

This service may be used for the following types of work:

Resumes with 25 or fewer copies

Color print outs or transparencies

Reports in single quantity

When we won't print your order...

For orders requesting large quantities we may hold the order until you arrive to review the sample. We still encourage you to send the files ahead, because we will be able to create a sample output for you and have it ready when you walk in the door. That can save you 5 to 10 minutes!

If we open the file and feel it isn't loading correctly we may hold the order.

If no clear quantity or special paper information is given we may hold the order for your confirmation.

Keep in mind that even if an order is held you are still way ahead of the game by sending it in advance. Once a sample has been created we can very quickly release the file and go to print once you okay the sample, often saving you 5 to 15 minutes of your time.

Submit orders to us at this email address: orders@copysales.com

We highly recommend you convert your files to PDF format for best printing results. See our web site for detailed instructions on creating your PDF files with the proper settings. IU students have access to Acrobat software and PDF creation at the IU library computers and some computer labs.

Mr. Copy
<http://copysales.com>