

DOs and DON'Ts

DO

- **Use Graphics for all of your design, print, and copy needs.**
- **Call Graphics in advance when setting up your timeframes for large jobs.**
- **Look at GAC website for business card forms, print work requests and a complete list of CCF-forms in PDF format.**
- **Obtain a quote from Graphics after seeing an outside vendor.**
- **Check with Graphics to see new products and services.**

DON'T

- **Use SAP to order Graphics – down load the work request from <graphics.ccsd.net>**
- **Design your own forms – call Graphics to see if we have one for you.**
- **Use outside vendors without talking to Graphics first. We work with a community of responsible vendors who provide us with the best consistent prices and deals available.**
- **Use labels for mailing – Graphics will be glad to address your mailings.**
- **Spend your valuable time doing your own copies – bring them to Graphics and we'll give you fast, excellent service.**