

# BUSINESS CENTER ORDERING PROCEDURES

## STUDENTS/NON-BUSINESS

### ORDERING PROCESS

1. Customer completes the online Business Center Order Form. Customer may submit the file by:
  - a. Delivering it (in-person) to the Business Center
  - b. E-mailing the file to [printing@daltonstate.edu](mailto:printing@daltonstate.edu)
  - c. Uploading the file online
2. Once the order form and document(s) have been received, the Business Center will complete a quote, which will be e-mailed directly to the student.

### QUOTE APPROVAL PROCESS

1. The Business Center will e-mail a quote to the student.
2. The student will sign the quote and submit it back to the Business Center.

### PRINTING PROCESS

1. Once the approved quote is returned to the Business Center and payment in full is made, the printing process will begin.
  - a. Basic print jobs can be completed in 2-3 business days, once the approved quote is received by the Business Center.
  - b. More involved print jobs may take 5-7 business days to complete, once the approved quote is received by the Business Center.
2. The Business Center will notify the student by phone and/or e-mail once the print job is complete and ready for pick-up.

### PAYMENT PROCESS

1. Before the print job is initiated, payment in full is required.
2. Students may not use their print funds to pay for orders submitted through the Business Center.
3. Students may pay by cash, check or Roadrunner Cash (Roadrunner Card)