

# Copy Shoppe Class Manual Production Process



1. Faculty and staff bring their originals to the Copy Shoppe and fill out the Manual Order Form completely.



2. The Copy Shoppe worker calls the Wiecking Copy Shoppe or the Photocopy Office and notifies the staff that a manual order needs to be picked up.

3. The manual order is picked up and delivered to the Wiecking Copy Shoppe.



4. The originals are scanned and edited. The manual is saved on a disc for reorders. The file is then sent to the printer for production.



5. The printed manuals are stapled, bound or shrink wrapped. Finished sets are boxed and labeled.



6. The boxes of finished manuals are delivered to the Copy Shoppes.