

Guidelines for Job Submission to the Reproduction Center

To utilize college resources efficiently all faculty and staff are strongly urged to use the college's Reproduction Center. The Center is equipped to produce various items, including handouts, exams, and booklets.

Work can be submitted by email (reprocenter@citytech.cuny.edu) from the convenience of your home. To submit your work, please follow the simple guideline below:

Electronic Submission:

You can submit directly through your email to us at reprocenter@citytech.cuny.edu.

Electronically submitted work should always be sent in PDF format so that we can return the highest quality work possible to you. When you send your job, we will need your contact information and the job's requirements. Please be sure to include your name, department, room and phone numbers. Also let us know the technical information such as page size, number or originals, how many copies, how the job should be finished; if it should be cut, folded, stapled, etc. When you submit your work, please provide complete instructions and be aware that most jobs can take up ten business days or more. Please try to submit your work as early as possible to ensure that the work gets completed in a timely manner. If you have questions or need assistance of any kind, please contact us at 718-260-5331

We look forward to continue our partnership to help you meet all of your printed needs.