

Textbook printing rules

※Please do not violate the copyright law.※

Contractor number : 2036 Mr. Zhang

Apply for printing : Please fill the sheet and submit it to the printing room (Dickson Lee Hall B1F), do not use the convey envelope.

Teaching material printing rules :

1. Teaching material : Receiving after 2-3 working days.
2. Regular exam questions : Receive at the applying day.
3. Printing of handouts or teaching materials will not be accepted during the week of mid-term, final, and graduation exams and the week before. Those who need to print exam questions must apply before. Please pickup sheets after 5 working days
4. 4The total number of printed manuscripts for each subject per semester is limited to 50 pages. If the manuscript exceeds 20 pages, please send it in batches and wait until the printing is completed and picked up before applying again.
5. Entries with less than 30 copies per page will not be accepted. The information is printed on both sides, please inform us in advance if you need single page printing; A4 double more than a few pages will be printed in A3 format.
6. The manuscripts submitted for printing should be as clear as possible. Pictures are easily blurred when printed. If there are black edges or spaces, please deal with them in advance to avoid causing ink stickiness and waste of resources.