



COMMUNICATIONS AND PUBLIC AFFAIRS OFFICE (傳訊及公共事務處)

Guidelines and Regulations for Requisition of Reprographic Services

1. Applicants are required to submit completed requisition forms with full details to the Reprographic Unit of CPA.
2. Each department / office is assigned with an identical login name and password for accessing the web-based Digital / Web Printing Server (URL: <http://www.web-printing.polyu.edu.hk>). Users may obtain the cost breakdown and check the status of print jobs through this web server.
3. A job number will be assigned to each print job for reference.
4. To avoid wastage, the number of copies ordered should be kept to the minimum.
5. Printing will normally be printed on both sides unless otherwise specified.
6. Appointment should be made with the Reprographic Unit for print jobs requiring supervision, such as examination papers. Such originals should not be accompanied with the requisition form.
7. The accuracy of the information shall rest with the requestors. The Reprographic Unit adopts the information provided by the requestors and no editing service will be provided.
8. Any delay in the submission of materials by the requestors may result in the postponement of the completion date.
9. All records of documents will be erased upon completion of print jobs, unless prior notifications have been given to the Reprographic Unit.
10. The University is bound by strict regulations concerning the copying of copyright restricted materials. It is the responsibility of all requestors to ensure that all copying they undertake or ask the Reprographic Unit to undertake falls within the limits set out in the Hong Kong SAR's Copyright Ordinance. Contents of all printing materials should only be used for private study, research, criticism or review.
11. CPA reserves the right to impose extra charges for service provided beyond normal working hours as may be incurred in rush or urgent jobs, and/or for resources obtained externally.
12. All charges are subject to change without prior notice.