

Frontline Service: **PRINTING SERVICE**

Schedule of Availability of Service: Monday to Friday ; Saturday  
8:00 AM – 8:00 PM ; 8:00 AM – 5:00 PM

Clients/Patrons: Undergraduate/graduate students, Faculty and Staff (REPS and Admin)

Service Provider: Computer Services and Multimedia Section

Requirements: None

Processing Time: Time varies based on the number of pages of the document and/or the preferred quality of printing (printer preference)

STEP	PROCEDURE		DURATION	FEE	PERSON RESPONSIBLE	FORM/S
	CLIENT/PATRON	SERVICE PROVIDER				
1	Inserts his/her flashdrive (USB) to allotted PC and opens the file;	Commands its printing depends on client's printing preference;	1 minute	B&W/Plain Text Dot-Matrix Print = P 1.00/page	Staff in-charge	Log sheet
2	Client/patron pays the amount and signs in the log sheet.	Gives the printout/s to client/patron and receives and records the payment.	1 minute	Laser Print = P 5.00/page  Colored/Graphic = P 5.00/page		
END OF TRANSACTION						