

Ag Communications Services Print Shop

The print shop, located in the basement of Scovell Hall is a copier service for the college. College departments, units, extension work with the Educational Publications section of Ag Communications Services to produce peer-reviewed numbered publications. Approved publications are printed through the Ag Communications Educational Publication section. The Educational Publications section has graphic designers to format, re-create illustrations and graphs for approved numbered publications. The staff edits, proofs, designs and handles the printing of documents. A clearance sheet is submitted with the job, and requires signatures to print. For more information, go to the [Publications Management](#) section in Ag Communications Services.

Contact: [Dennis Duross](#), Agriculture Communications Specialist, Graphic Design, Section Manager, 134 Scovell Hall Lexington, KY 40546-0276, phone: (859) 257-6045

For customers needing black only or full color copies, the print shop charges for materials only. That means a great price for many jobs under 250 copies. The production color copier prints brochures, flyers, posters, manuals and other formats. Files submitted as PDFs or hard copy are preferred. Envelopes (#9 and #10) can be printed (black only). To read more about the print shop, go to [Inhouse duplicating](#).

Contact: [George Chasse](#), print supervisor, 33 Scovell Hall, 115 Hugeluet Drive, Lexington, KY 40546-0064, phone: (859) 257-7223

UK approved printing vendors ([see licensee list](#)) are available to copy or print materials. Choice of four stationery vendors and other specialty vendors are on the UK approved vendor contracts. All stationery (Letterhead, business cards, and other items with the UK logo on it) must be ordered through the UK stationery vendors. To review options and see the vendor list, go to <http://marketing.ca.uky.edu/order> for more information on ordering stationery.

Contact: [Becky Simmermacher](#), Agriculture Communications Specialist, Graphic Artist, Section Manager
131 Scovell Hall Lexington, KY 40546-0276, phone: (859) 323-8408

Ag Communications Services Graphic Design

The Marketing section creates materials formatted to print through the Scovell Hall print shop and vendors. All jobs are designed and edited before the final proof is sent to the client. Sometimes the format or folding can't be done in-house, so a UK approved printing vendor is contacted. A clearance sheet is submitted with the job but no signatures are required. Only the account and delivery information, quantity and paper choice is needed.

Editing and proofing

Ag Communications Services offers editing services for all marketing and educational publication materials. Editing is part of the design process when the marketing section is creating the materials. If you are designing your own materials, email [Becky Simmermacher](#) and send your Word document or PDF. She will send it to an editor who edits, proofreads and reviews the document for correct use of the college logos and mailing requirements.

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