Process Begins when
Teachers submit document files and masters for printing.

Process Complete when
Document copies are packaged, labelled, and delivered to the school.

GUIDES
- Copy-Plus document preparation and delivery service for teachers

ENABLERS
- Central Print Shop
- Work Order Processing System (Filemaker)
- DMM delivery service to schools
- Commercial suppliers

INPUTS
- Master pages delivered in job order envelopes
- On-line orders
- Web-to-print job orders
- Industrial copiers and large printing presses
- Supplies: paper stock, ink, staples, label makers, barcode scanners, and boxes

OUTPUTS
- Completed document deliveries to teachers
- Production report
- Service survey report