

Submitting Jobs to the IKON Reprographic Center

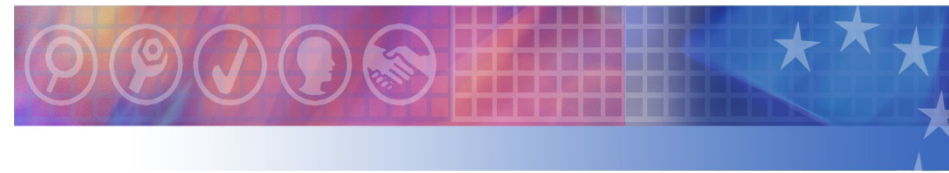
When utilizing the services in the DSSC, an On-Site Job Ticket must be provided, or you may go to our web-based job submission tool. You can access this by going to <http://www.ikon-dssc.com>. Please fill out the form completely so that all instructions are clear. We ask that you indicate an exact date and time that your order is due.

This screen will appear. Begin by entering your user name and your password.

Your username is your email address and your password is “password”.

Select the Copy Tab at the top of the screen to begin to give your job specifics.

Enter all appropriate information of your job request, follow the instructions and press “submit” when you are ready to submit your job.



Document Solutions Service Center

An integrated approach to document processing



Department of
Administrative Services
Business Solutions for Georgia Government

USERS GUIDE / PRICE LIST

Introduction

IKON is the leading provider of innovative products and services that enable our customers to manage document workflow and increase efficiency.

We are pleased to offer all State Agencies a full menu of printing, reprographics, binding and mailing services. Our qualified staff is willing to answer questions you may have while assisting with your projects. Please feel free to contact us. We welcome the opportunity to help you with your document needs.

We will go above and beyond to see that your request is met. IKON is committed to your satisfaction.



Where to Reach Us

Raymond Brantman

Site Manager

200 Piedmont Avenue

Suite 422

Atlanta, GA 30334

(404) 524-9069 O

(404) 524-7126 F

raybrantman@ikon.com

Sloppy Floyd

200 Piedmont Avenue

Suite 422

Atlanta, GA 30334

Ruby Smith

(404) 524-9920

twintowers@ikon-dssc.com

2 Peachtree

2 Peachtree Street

Lobby Area

Atlanta, GA 30303

Kimberly Palumbo

(404) 525-5580

2Ptree@ikon-dssc.com

Ron Sattler

State Marketing Rep.

200 Piedmont Avenue

Suite 422

Atlanta, GA 30334

(404) 524-9920

rsattler@ikon.com

Kayla Jeffries

State Marketing Rep.

200 Piedmont Avenue

Suite 422

Atlanta, GA 30334

(404) 524-9920

kjeffries@ikon.com

CLOB

18 Capital Square

Suite 105

Atlanta, GA 30334

Nicole Charles

(404) 524-5538

clob@ikon-dssc.com

Fulco

141 Pryor Street

G42

Atlanta, GA 30303

Amanda Banwarie

(404) 612-7299

Graphics.Reproduction@fultoncountyga.gov

Our scheduled hours of operation are:

Monday through Friday: 8:00 AM – 5:00 PM

Service Center Services

The Document Solutions Service Center specializes in a range of quality services to suit your needs, a full list of all services can be seen at :

- Black-and-white Copying
- Color Copying
- Wide Format/Oversize Printing
- Foam Core Mounting
- Business Cards
- Letterhead
- Envelopes
- Laminating
- Tabs
- CD Duplication
- Cutting
- Plastic Comb Binding
- Coil Binding
- Tape Binding
- Shrink Wrap
- Saddle Stitch
- Padding
- Folding, Labeling, and stuffing Envelopes
- Hand Inserting
- Self Serve Photo Kiosk (Sloppy Floyd & 2 Peachtree Only)
- Self Serve Postal Kiosk (2 Peachtree Only)

Price List

8.5X11 B/W 1 SIDED	\$0.015300
8.5X11 B/W 2 SIDED	\$0.020580
8.5X14 B/W 1 SIDED	\$0.017900
8.5X14 B/W 2 SIDED	\$0.023835
11X17 B/W 1 SIDED	\$0.023700
11X17 B/W 2 SIDED	\$0.032445
8.5X11 COLOR 1 SIDED 1-99	\$0.195000
8.5X11 COLOR 2 SIDED 1-99	\$0.258615
8.5X11 COLOR 1 SIDED 100-499	\$0.174500
8.5X11 COLOR 2 SIDED 100-499	\$0.236985
8.5X11 COLOR 1 SIDED 500-999	\$0.153900
8.5X11 COLOR 2 SIDED 500-999	\$0.215460
8.5X11 COLOR 1 SIDED 1000+	\$0.133400
8.5X11 COLOR 2 SIDED 1000+	\$0.183225
8.5X14 COLOR 1 SIDED	\$0.151400
8.5X14 COLOR 2 SIDED	\$0.204750
11X17 COLOR 1 SIDED	\$0.215500
11X17 COLOR 2 SIDED	\$0.204750
2 PART NCR <500 SETS (Includes all finishing)	\$0.278700
2 PART NCR >501 SETS (Includes all finishing)	\$0.167300
3 PART NCR <500 SETS (Includes all finishing)	\$0.348500
3 PART NCR >501 SETS (Includes all finishing)	\$0.210000
4 PART NCR <500 SETS (Includes all finishing)	\$0.437700
4 PART NCR >500 SETS (Includes all finishing)	\$0.296500
GBC / COIL <50 SHEETS	\$0.289300
GBC / COIL 51-99 SHEETS	\$0.359000
GBC / COIL > 100 SHEETS	\$0.430800