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the School of Humanities and Social Sciences
the Jacobs Center on Lifelong Learning and
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Reader Submission Information - Fall Semester 2011

Dear Members of the Faculty,

In this document we will briefly explain the procedure for the forthcoming Fall Semester 2011.

Master copy pick-up is scheduled for August 22 - 26.

1. Reader Order Form

Please print the attached "Reader Order Form - Fall 2011" and provide *all* the required information about your course. This document serves as the **official order/request** for producing your reader, including the distribution of your free copies.

→ Only master copies with completely filled Reader Order Forms can be processed. This form needs to be submitted together with your reader master copy.

2. Submit Your Master Copy

Please send us an email to info@pulse-copy.com when the master copy with the filled out Reader Submission Form is prepared for pick up.

You can provide us with a time, most convenient for you, for one of our staff to come and pick up the reader from you. Alternatively, you can simply drop the materials in our box in the Research IV mailing room.

Our production period begins **August 22nd**; we kindly request that master copies be submitted before **August 26th**. Master copies submitted after this deadline will likely only be available for purchase *after* the beginning of classes.

Should this timeframe be inconvenient for you, please let us know in advance and we will try to arrange an alternative procedure.

3. Master Copy Format

To guarantee the quick and efficient semi-automated production of your readers, we kindly request you to prepare your master copy in the following way:

- loose *single-sided* copies in DIN A4 format (do *not* staple copies together) OR
- loose *double-sided* copies in DIN A4 format
- the original copies should only be printed on *white* paper
- all pages should ideally have a minimum margin of *10mm* to allow for binding and our added page numbers (smaller margins might leave your text illegible)
- should separation sheets be needed, the location of chapters is clearly indicated (e.g. through cardboard separators - please do *not* use transparencies or staples)

For technical reasons, we cannot accept and process any of the following:

- hand-clipped paper snippets of formats other than DIN A4
- glued 'collages'
- crumpled pages, dog-ear pages, or torn-out pages from former readers
- stapled chapters
- mixed one-sided/double-sided master copies
- books

Please note: Master copies submitted in a non-machine-readable format (i.e. with one or more of the above technical problems) may either be refused or processed at additional costs to the submitting party. Please contact us if you are unsure.

Digital submission (via PDF) of your reader materials is of course possible and indeed preferred. Contact us for more information.

Finally, we would kindly like to ask you to only submit master copies which are in their absolute final version. Following submission to us, we cannot change any of the reader's content. Additional editing work will only increase the purchasing price for students.

4. Release for Printing

Within 48 hours after receiving your master copy (in the abovementioned period), we will bring the scanned and bound reader prototype we have created for your perusal in order to assure that everything is as it should be. Thence with your signature of approval printing of the reader for students may begin.

- Should we receive neither confirmation nor request for modification from you (or your instructed TA) within 2 business days after providing the confirmation copy, the reader will be considered as confirmed and the printing cycle will commence.

- Please understand that the counter Release for Printing procedure does not allow for alterations to the reader's content as this would add disproportionate work to our procedure. Please check prior to submission that the content is as desired and that all pages have the abovementioned minimum margin.

5. Free Copies

Each submitted reader entitles to two free bound copies. It is the choice of the submitter on how they should be used. While the first copy is most commonly used by the instructor, the other copy can be given to IRC course reader reserve, a second instructor, or a Teaching Assistant. Should you require additional copies, we will of course produce and deliver them to the specified parties to the standard retail price.

First possible reader purchase date for readers submitted in time will be August 31st. We guarantee that all readers submitted within the specified period will be available for students by this date. In case you require an even earlier availability for students to acquire your course material, please let us know in advance. (e.g. for graduate courses)

As throughout the academic year, we are open for students seven days a week. Our offices are located in the Student Activity Center, rooms 101-103. General information about our services is always available at www.pulse-copy.com. Please do not hesitate to contact us for clarification, further inquiries, or comments at info@pulse-copy.com.

Sincerely,

Luísa Gonçalves
Manager Print & Reader Production

About PCS

PCS is proudly run and owned by Jacobs University students and alumni. It was founded in cooperation with then-IUB leadership in 2005 and is now wholly owned by Tino Kreutzer ('06). Today PCS employs about 20 Jacobs University students and alumni in managerial and assistant positions. In 2006 the company expanded to also offer day-to-day convenience articles through Pulse Express, but continues to operate the printing and document processing company as a separate unit.

PCS offers printing products to the Jacobs community, every year providing students, professors and administration staff with their regular printing and document needs. As part of its founding principle, all products and services offered by PCS are always required to be below prices offered by other printing and copying companies in Bremen.
