



Ink Blotter

Update from the Network 2 Print Shop at the Bath VA Medical Center

NEWS

September 2003

■ HOW YOUR PRINTING ORDER IS SHIPPED

We utilize internal VA transportation whenever possible for shipping your printing. This eliminates costly shipping charges. The VA garage and the laundry truck make frequent trips to each of the five medical centers within Network 2. Because we are utilizing VA transportation, we are unable to ship orders directly to the community-based outpatient clinics (CBOC). If you have an order that is for one of the CBOCs that is affiliated with your medical center, please make arrangements for that order to ship to the attention of someone at your medical center. We can reference on the shipping label an additional name under the main contact.

The more information the better.

We like to put as much information as possible on the shipping label to insure that the product reaches the intended recipient. If a job has a purchase order number, that number is automatically referenced on the shipping label. If the job will be distributed to more than one facility, we need to know the quantity requested for each site along with a contact name. An internal mailing addresses is very useful information to put on the label.

When submitting a job to us, please make sure that you supply us with the necessary shipping information at the beginning of production. This will avoid delays when your order is prepared for packaging and shipping.

We're making an impression!

Our offset presses totalled over
1 million impressions (copies printed)
for fiscal year 2003.

Thank you for choosing the Network Graphics/Print Shop at the Bath VA Medical Center. Your continued support allows veteran patients enrolled in our apprenticeship program to enhance their skills with on-the-job training. We look forward to working with you in FY04.

■ STEPS TO FOLLOW WHEN THERE IS A CHARGE FOR YOUR PRINTING ORDER

The first step in requesting a printing job from the Network 2 Print Shop, is to get a cost estimate so that you will have an accurate price for the job. When submitting your printing job request to the Network 2 Print Shop, the request must have a VA Form 4-1358 "Estimated Miscellaneous Obligation or Change in Obligation" or a VA Form 90-2237 "Request, Turn-in, and Receipt for Property or Services", obligated with a purchase order number. If a printing request is received without a purchase order number, it will be returned pending the proper paperwork. This purchase order number is not only used for the processing of the Bill of Collection, but is also referenced on shipping labels to expedite delivery at your facility. **The Network 2 Print Shop cannot accept credit cards or the transfer of money from one fund control point to another.**

■ CONTACT INFORMATION

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