

**ADMINISTRATIVE SERVICES DIVISION
CENTRAL DUPLICATING SERVICE**

Central Duplicating Service provides low-cost, high-quality digital printing, color copying and high-speed duplicating to all offices and departments of the University community. A full line of bindery services also is available to meet customer printing needs. Central Duplicating is recognized for its quick turnaround of printing requests and is committed to providing quality service to the entire University.

Summary of Major Accomplishments

Central Duplicating continues to lead the University of Georgia into the digital printing age. Tight budget restrictions during Fiscal Year 2010 resulted in an overall decrease in both black and white and color impressions. The decrease in impressions resulted in an overall decrease in revenue.

Summary of FY 2011 Goals

Central Duplicating will continue cross-training personnel in all areas of the department to prepare for future growth in the number of accounts serviced. Central Duplicating will promote cost-saving technologies such as the Xerox IGEN Color Printer and Xerox Digital Presses in order to grow business and increase revenue.

Central Duplicating service activities are depicted as follows:

Exhibit 1 – Central Duplicating Production for the Past 10 Years

Exhibit 2 – Central Duplicating Revenue for the Past 10 Years

EXHIBIT 1

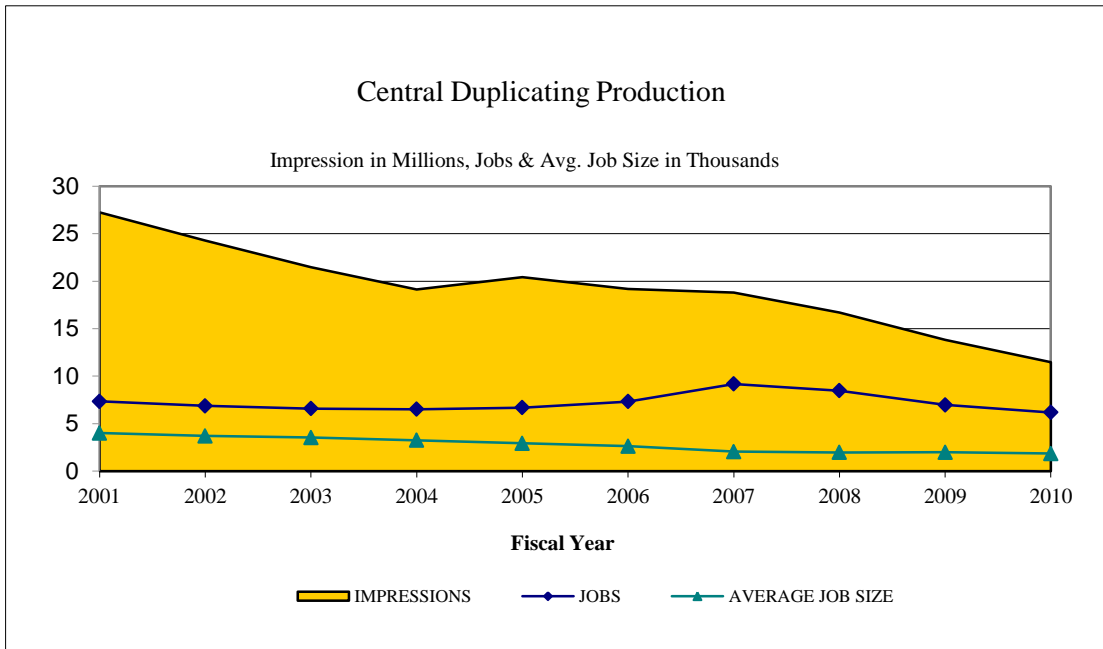
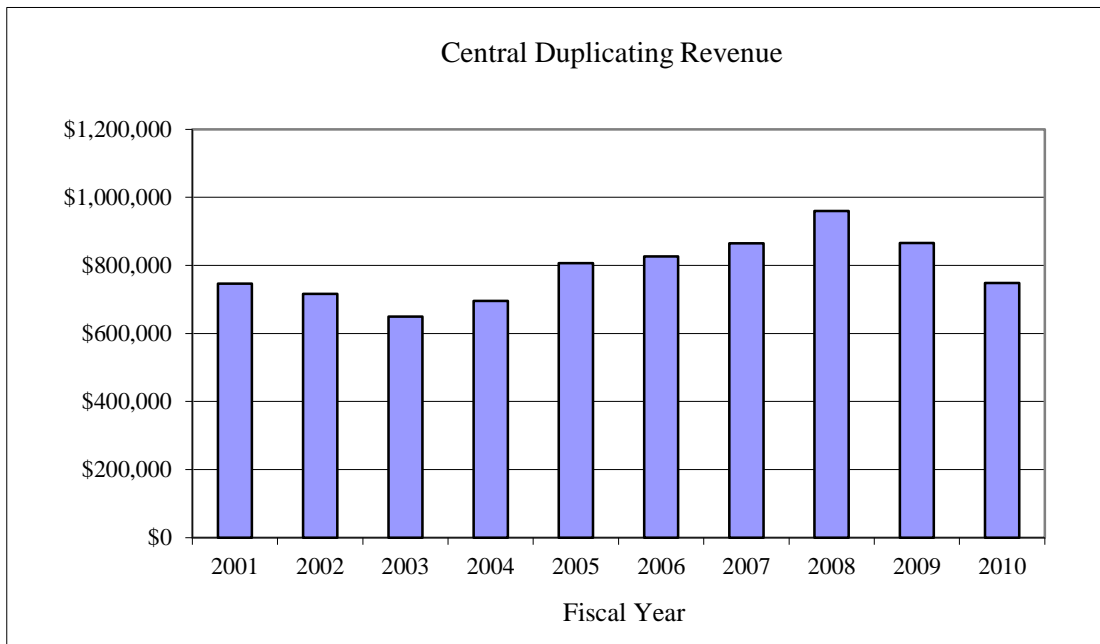


EXHIBIT 2



**CENTRAL DUPLICATING SERVICE
ORGANIZATION CHART**

