

Public Satisfaction Survey Printing Instructions

Caution: Great care must be taken when printing surveys to ensure that SCAO can accurately compile responses. Please read these instructions before printing or making copies.

- All surveys **must** be printed or copied from the same printer or copier.
- The most accurate way to print is directly from the computer to the printer.
- If you are unable to print directly from the computer, print one copy, place it on the copier's glass (do not use the feeder), and make the number of copies you require. Save the original in case you need to make more copies; do **not** make copies of a copy.