

The Paper Jam

BROUGHT TO YOU BY THE MAILROOM & PRINTSHOP

PrintShop

Saint Leo University Printing and Duplicating Department functions to support our faculty, staff, administrators, University organizations, and students. We offer quality printed materials and binding/finishing services at economical cost.

Did you know that we have the equipment and capability to produce the following items?

- Wide format printing: up to 48" wide on variety of material (vinyl, satin/gloss paper, etc.) to create posters, calendars, adhesive flyers, canvas backdrops, etc.
- High speed folding machine with 5 different types of folds
- Digital presses capable of printing up to 13"x19" prints, flyers, post cards, business cards, booklets, tri-folds, etc.
- Lamination of work produced up to 20" wide

To help us support the University community please place all orders at least 2 business days (48 hours) ahead of the desired completion date.

If you have any questions or would like to place an order please send contact us at printshop@saintleo.edu or phone at x8202.

HELPING YOU SAVE TIME & MONEY

One way this can be accomplished is by verifying that your computer default printer settings are set to black & white, duplex. This will help to reduce the amount of paper used, as well as cut back on inadvertent color printing costs. There is an average \$.04 cost difference between black/white and color prints. For help with changing your settings please contact Ricoh Support via email at ricohsupport@saintleo.edu.



Gutenberg invents the paper jam

Are you sending out a mailing with all the same information to over 200 individuals? If so, let us know so we can help you save a approximately 40% on your postage expenses for each mailing.

Mailroom

The Mailroom strives to provide the campus community with the cost effective and efficient mailing/shipping services in compliance with all courier rules and regulations. The Mailroom provides high quality customer service to meet and exceed all your mailing needs.

Did you know the USPS increased postage rates as of 1/23/18?. Below is a list of those rate changes impacting the University:

- Priority Express- \$21.18 to \$21.98
- Priority Flat Rate Envelopes- \$5.95 to \$6.55
- First Class Mail- \$0.46 to \$0.47
- Parcels - \$3.00 to \$3.50

It is important that when ordering any packages/shipments one of the following items is on the package so we can deliver it to you in a timely manner:

- Employee Name
- Department
- PO Number

If you have any questions please contact us at mail.center@saintleo.edu or phone at x8396