

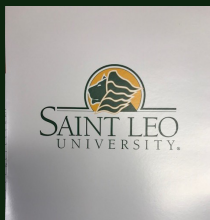
The Paper Jam

**BROUGHT TO YOU BY THE
MAILROOM & PRINT SHOP**

The Print Shop Facts & Tricks

Here is some important information that you need to know about us:

- All job requests for the Print Shop needs to include: requester's name, department name, complete 16 digit GL#, quantity, and general description of what you are needing printed.
- All job requests need to be submitted at least 48 hours in advance.
- To place an order email us at printshop@saintleo.edu or call us at 352-588-8202
- Did you also know that we can print vinyl signs that can be placed on the ground/sidewalks to advertise your event?
- Did you know that we have white presentation folders available?



- Come visit us or contact us if you have any questions!

SAVE TIME & MONEY

TONER SCAM

Have you ever received a call or email from a vendor offering you great discounts on toners? Guess what, it's a SCAM. You don't have to spend any time talking/emailing with them trying to get a deal.

Saint Leo University's contract with Ricoh includes Toner; to place an order contact:

ricohsupport@saintleo.edu

If you experience any staffing changes or move offices/ departments please notify the Mailroom to ensure accurate and timely delivery of mail/packages.



The Mailroom Facts & Tricks

- We are excited to welcome back Kathleen this month!



Please make sure that any mail dropped off to be metered includes the department 16 GL#. This will help save all of us time and energy!

Postage Meters:
If your location has a postage meter, Neopost will NOT reach out to you for an order. If you need postage supplies (i.e. ink, tapes, etc.) please contact us at 352-588-8396 or Neopost directly.

Did you know that the Mailroom on-campus is a drop-off/pick up location for prepaid Fedex, UPS, and USPS until 5:00pm on weekdays day?.

If you have any questions about letters, packages or in general inquiries, please gives us a call to (352) 588-8396.