

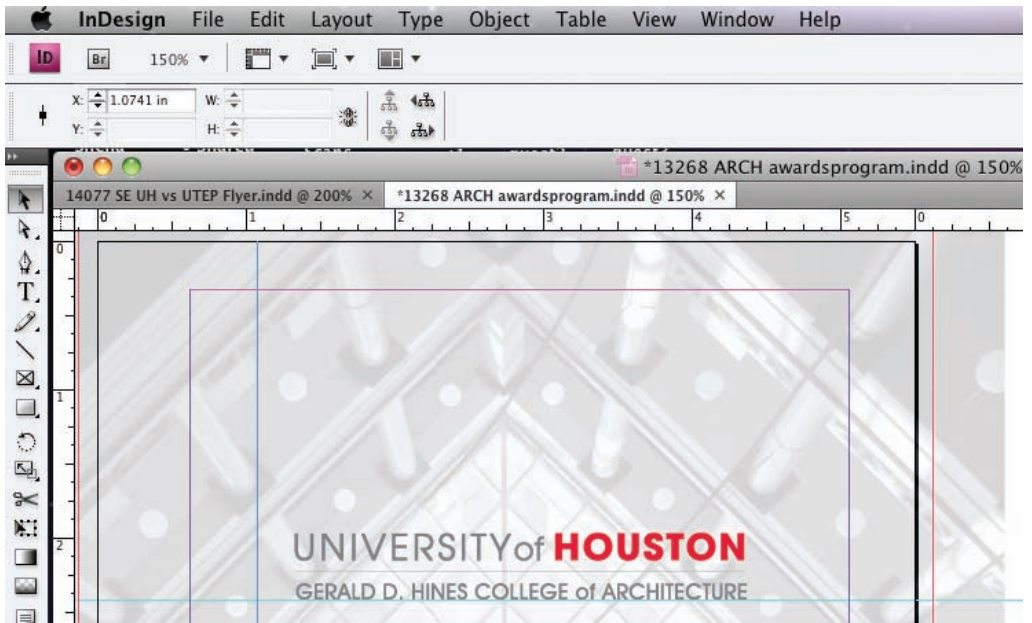
UNIVERSITYof **HOUSTON**

Printing and Postal Services



UH PRINTING & POSTAL SERVICES

“One of the best kept secrets on campus.”



Design

Our graphic design team has over 30 years of combined experience.

- ◆ During our free consultations we can design your entire project using your concepts or utilize your own files and help enhance your documents
- ◆ Our flexibility allows us to work within your schedule
- ◆ Proofing and content checking
- ◆ Provide color proofs or wide-format prints
- ◆ Your designs go to press via our state of the art Computer To Plate system
- ◆ The shop's emphasis is on quality. This is proven by projects that have won recognized state and national awards



Print

We are proud of our high-tech print shop which has evolved with the latest technology. Our newest acquisition is a 4-color offset press with coater which provides the vibrant colors that UH colleges and departments expect in their marketing pieces.

- ◆ Our technology includes offset presses, a web press and digital presses
- ◆ Types of jobs: flyers, brochures, newsletters, business cards, letterhead, envelopes, booklets, invitations, holiday cards, banners, posters
- ◆ 4-color with coater or 2-color offset
- ◆ Wide-format color printer (54 in.)
- ◆ Black and White and full color digital
- ◆ Complete bindery service from cutting, folding and stitching to drilling, binding, scoring, padding and shrink-wrapping
- ◆ Free pickup and delivery



Mail

Designers and development staff tend to forget the basics of mailing during the design stage. Our professional staff is here to ensure that the postal rules are maintained throughout the job process and that your end product is delivered in a timely manner.

We offer a full complement of mailing processes to meet your needs. These include:

- ◆ Inkjetting
- ◆ Folding
- ◆ Inserting
- ◆ Mail merges
- ◆ Tabbing
- ◆ Metering
- ◆ USPS approved software
- ◆ CASS and NCOA data
- ◆ List updates
- ◆ Purchase mailing lists
- ◆ Handwork
- ◆ Liaison between UH community and USPS on all price changes and regulations



WHO WE ARE

- ◆ Created over 60 years ago to serve the campus community
- ◆ Real “Coogs” serving you as a UH department
- ◆ One stop shop Concept: Design–Print–Mail
- ◆ On-campus solutions for all your production needs
- ◆ Customer service is our top priority

WHY USE US?

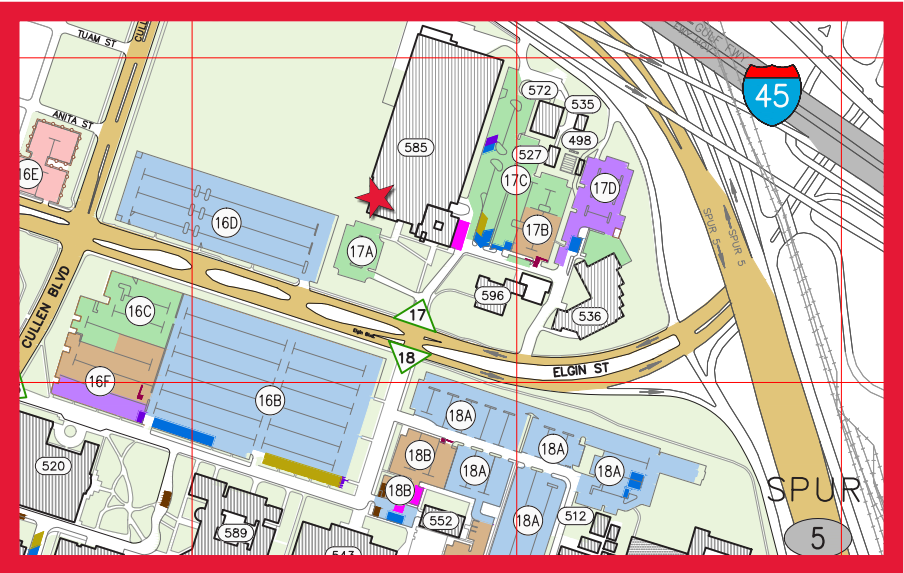
- ◆ We offer competitive pricing and no outside bids are needed
- ◆ We are familiar with all UH needs
- ◆ We maintain UH graphic standards
- ◆ We are current on all US Postal Services regulations
- ◆ Payment can be made through UH PeopleSoft
- ◆ Convenient – free parking, pickup and delivery

WHAT WE ALREADY PRODUCE FOR YOU

- ◆ Daily Cougar
- ◆ Campus News
- ◆ UH Stationary (Business Cards, Letterhead, Envelopes)
- ◆ Commencement Programs
- ◆ UH Presidential Invitations
- ◆ Student Handbook

AND MUCH MORE!

CAMPUS MAP



★ Printing and Postal

- ◆ **Printing – Main Number** 713-743-5900
- ◆ **Postal – Main Number** 713-743-5840
- ◆ Director – Sally J. Rowland-Ketley 713-743-5824
- ◆ Printing Manager – Nalan Giannukos 713-743-5901
- ◆ Postal Manager – Robert Poole 713-743-5826
- ◆ Design Studio – Eric Dowding 713-743-7344
- ◆ Printing Estimator – Crystal Doherty 713-743-5904
- ◆ Postal Addressing Specialist – Viviana Mendez 713-743-5825
- ◆ Financial Coordinator – Rosa Garcia 713-743-5909

www.uh.edu/pp

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