

Stationery Order Process



Go to uh.edu/cpd, send complete order form to cpd@uh.edu.



Typesetting



Proofreading



Approved



Go to link below of Stationery order form.

https://uh.edu/af-university-services/copy-print-and-delivery-services/_docs/order%20forms/uh-stationery-order-form.pdf



Drying



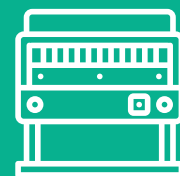
Printing



Plating



Process to Print



Finishing



Boxed



Delivery



Copy, Print
and Delivery Services
Division of Administration
& Finance

Digital Print Order Process



Contact
cpd@uh.edu
for a quote.



Approve
Quote



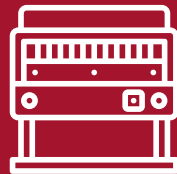
Typesetting /
Design



Proofreading



Send Proof
to Client



Finishing



Printing



Process
to Print



Approved
by Client



Boxed



Delivery



Copy, Print
and Delivery Services
Division of Administration
& Finance

Offset Print Order Process



Contact
cpd@uh.edu
for a quote.



Approve
Quote



Typesetting /
Design



Proofreading



Send Proof
to Client



Printing



Plating



Process
to Print



Approved
by Client



Drying



Finishing



Boxed



Delivery



Copy, Print
and Delivery Services
Division of Administration
& Finance

Web / Design Order Process



Contact cpd@uh.edu
for a quote.



Meet with
designers.



Typesetting /
Design



Proofreading



Send Proof
to client



Approved
by client

Design is uploaded
to web or given to
client as .pdf.

If not approved by client,
it will go back to the
designer for corrections.



Copy, Print
and Delivery Services
Division of Administration
& Finance