

# *design* **PRINT** & *mail*

EXPERIENCED  
DESIGN TEAM

STATE-OF-THE-ART  
EQUIPMENT

OFFSET PRINTING

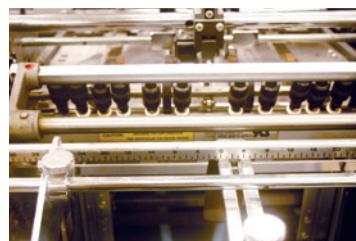
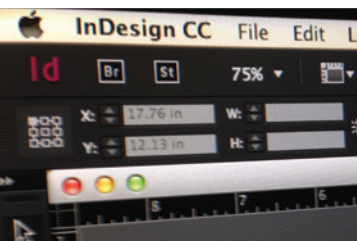
DIGITAL PRINTING

BINDERY

LARGE FORMAT PRINTING  
BANNER, SIGNS, POSTERS

PROMOTIONAL ITEMS

MAIL PROCESSING



# WHO WE ARE

**PROOFREADING**

**Customer service  
is our top priority.**

**One stop shop concept:**

**Design • Print • Mail**

**QUICK**

**Turnaround**

**On-campus solutions for  
ALL YOUR PRODUCTION NEEDS**

# WHY USE US?

**Convenient**

**PARKING, PICKUP AND DELIVERY**

**Payments made through**

**UH PEOPLESOFT**

**Price Matching**

**NO OUTSIDE BIDS  
needed**

**Maintains University  
GRAPHIC STANDARDS**

**We are current on all**

**U.S. POSTAL SERVICES REGULATIONS.**



## DESIGN

Our graphic Design Team has over 30 years of combined experience. We offer:

- Free consultations
- Designing of your entire projects using your concepts or using your own files to help enhance your communication
- Flexibility which allows us to work within your schedule
- Proofing and content checking
- Color proofs or wide-format prints
- Designs that are sent to press via our state-of-the-art Computer-To-Plate system
- High quality, proven by our numerous pieces that have garnered state and national awards



## COPY AND PRINT

Our high-tech print shop includes a 4-color offset press with coater, which provides the vibrant colors that UH colleges and departments expect in their marketing pieces. We offer:

- Technology that includes offset presses and digital presses
- The capability to print flyers, brochures, newsletters, business cards, letterhead, envelopes, booklets, invitations, holiday cards, banners, posters, yard signs, etc.
- 4-color with coater or 2-color offset press
- 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

**UNIVERSITY**of **HOUSTON**

**COPY, PRINT AND DELIVERY SERVICES**



## MAIL

Our professional staff is here to ensure that the postal rules are maintained throughout the job process and that your 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
- Handwork
- Coding Accuracy Support System (CASS) and National Change of Address Database (NCOA)
- List updates and purchase mailing lists
- Liaison between UH community and USPS on all price changes and regulations



## PROMOTIONAL

UH Promotional is a distributor and buys directly from the manufacturer, meaning we cut out the 3rd party vendor. You can go to the website below or call us directly, and we will gladly work with you hand in hand to figure out your specific needs for any event and provide a quote. We will walk you through the entire process.

### Our Top Six Best Sellers

- Lanyards
- Reusable Tote Bags
- Stress Relievers (any shape)
- Pocket Sockets
- T-shirts
- Table Cloths
- Savings up to 15%
- Over 100,000 items
- 10% off your first order
- We follow UH Brand.

Copy, Print and Delivery Services • General Services Building • 4211 Elgin Street, Room 140 • Houston, TX 77204-1002

Customer Service 713.743.5900 • cpd@uh.edu • postalservices@uh.edu • www.uh.edu/cpd