



February, 2008

University of Dayton

design • printing • high speed digital copying • mailing

University of Dayton Printing & Design
and Mailing Services

College Park Center
300 College Park
Dayton, OH 45469-2913
Phone: (937) 229-4168
FAX: (937) 229-3700

Visit us on the Web at
www.printing.udayton.edu

To place an order: Click the [University of Dayton Printing Work Order Worksheet](#) link. Use this form when submitting all orders to Printing, Design, Mailing Services or the Campus Copy Center. Once you have completed the form, forward it to us with your artwork as an email attachment, a faxed copy or you may hand deliver it if you wish.

Hours of operation:
Monday–Friday: 8 a.m. to 4:30 p.m.

Visitor parking available

Services:

Design:

- Full spectrum of design and typographical services (MacIntosh or PC platforms)
- Large format signs
- Lamination

Printing:

- One-, two-, three- and full-color printing
- Multi-part carbonless forms
- Book binding services
- Shrink wrapping
- Perforating, numbering and padding

Mailing:

- First Class, Nonprofit and Presorted Standard processing
- Automated addressing
- Labeling
- Sorting
- Inserting
- Tabbing
- Personalized letters

Attention all mailers!

Many US Postal Service requirements are scheduled to change in 2008–2009 . . .

Following are just a few of the things you need to know before ordering your annual bulk supplies:

- 9 x 12 envelopes, Business Reply Envelopes and Courtesy Reply Envelopes may need to be redesigned to comply with new USPS standards. (The proposed set-ups are still in the testing stages, and have not yet been finalized.)
- Postage rates will increase on **May 12, 2008**. Examples:
 - First-Class Mail letter (1 oz.) – 42¢
 - First-Class Mail letter (2 oz.) – 59¢
 - Postcard – 27¢
 - First-Class Mail large envelope (2 oz.) – \$1.00
 - Certified Mail – \$2.70
 - First-Class Mail International letter to Canada and Mexico (1 oz.) – 72¢
 - First-Class Mail International letter to all other countries (1 oz.) – 94¢
- An important change for Nonprofit and Presorted Standard mailings will take place effective **November 23, 2008**:

Previously, only First-Class mailers had to comply with move update every six months prior to an automation mailing. The requirement has now been extended to include Presorted Standard and Nonprofit mail and the time frame has been shortened to every 95 days as of November 23, 2008. This will heavily impact your postal discounts if you do not comply.

The Alumni Database File maintained by Debbie Stoner’s office is currently updated every six months. The file will automatically be updated every 95 days to comply with the USPS requirements beginning on November 23, 2008.

However, if you prepare your own mailing list, you will be required to update it through an NCOA (National Change of Address) process.

Not to worry — **UD Mailing Services** has the software to perform this task for you. If there are changes, the NCOA process will update your file automatically, so the recipient will receive the mailed piece at the correct address the first time. Your department will be charged only a penny a record to process your mailing list. You will be given a report of all changes so you can update your file for future mailings.

To obtain the best possible postage rates, please **call Denise Dobberstein at (937) 229-2087** to discuss your mailing needs.

For **USPS policies and mailing estimates**, call:

Denise Dobberstein at (937) 229-2087
or email: UDMailingServices@udayton.edu

**This article provides a partial summary of complex USPS requirements. Other factors may affect your mailing. For specific information, please contact UD Mailing Services or the USPS Web site (www.usps.com).*

TONER

Campus Copy Center

February, 2008

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Campus Copy Center

Kennedy Union

300 College Park

Dayton, Ohio 45469-0612

Phone: (937) 229-4126

FAX: (937) 229-4197

Visit us on the Web at

www.printing.udayton.edu

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Hours of operation:

1st and 2nd terms (and when school is in session):

Monday–Thursday: 8 a.m. – 7 p.m.

Friday: 8 a.m. – 4:30 p.m.

Summer (and when school is **not** in session:)

Monday–Friday: 8 a.m. – 4:30 p.m.

Services:

- High-speed/high-volume copying
- Self service copying (black and white and full color) with digitally-connected output
- PC or MAC rental
- Scanning to file (in Word or pdf)
- Bindery services: stapling, GBC (plastic comb), plastic coil, tape binding, three-hole punching
- Folding
- Lamination
- Paper and envelope sales
- Wedding invitations and specialty cards with matching envelopes

For your convenience, the Campus Copy Center now carries a limited amount of personal items, such as tissues, files, pain relievers and lip balm!



The **Campus Copy Center** was established in 1997 as part of UD Printing & Design. One of the main reasons for opening a Copy Center at the University of Dayton was to provide students with convenient, safe and economical copy services. Another reason was to conserve University resources by centralizing most of the copying and reducing the number of copiers on campus.

For your one-stop shopping convenience, the Campus Copy Center can initiate orders for **UD Printing & Design** as well as for **UD Mailing Services**.

The Copy Center employs two full-time workers and, during the school year, at least ten part-time students.

**UD Printing & Design
and Mailing Services**

Campus Copy Center

