



Print & Postal Services

SPRING 2024 PORTFOLIO





Staff • Contact • Hours

Print Team:

Joel HagmanManager, Print Services
 Tanice Fenner Assistant Manager, Print Services
 Ann Marie Bohannon..... Technical Specialist, Print Services
 Johnny Cornish..... Technical Specialist, Print Services
 Desirée Landron.....Graphic Designer, Print Services

Postal Team:

Ray Donahoo..... Manager, Postal Services
 Frankie Davis-Daniels.....Assistant Manager, Postal Services
 Fred Fitzgerald.....Print & Postal Associate, Postal Services
 Tracey James.....Print & Postal Associate, Postal Services
 Danté Parker.....Print & Postal Associate, Postal Services

Print Shop

Phone:

(804) 289-8525

Email:

printshop@richmond.edu

Hours:

Monday–Friday 7:30–5:30 p.m.
Saturday–Sunday: Closed

Address:

133 UR Drive
University of Richmond, VA 23173

Post Office

Phone:

(804) 289-8620

Email:

mailservices@richmond.edu

Hours:Post Office Window

Monday–Friday 9 a.m.–4:30 p.m.
Mailing/Shipping Services ends at 4:15 p.m.
Saturday–Sunday: Closed

Student Package Pick-up

Monday–Friday 9 a.m.–5:30 p.m.
Saturday–Sunday 9 a.m.–Noon

Address:

410 Westhampton Way
University of Richmond, VA 23173

Website



Online Ordering



**Print Shop and Post Office operating hours are subject to change.*



Dear University of Richmond Staff, Faculty and Students:

The Print and Postal services department manages all print and post office operations at the University of Richmond. Our mission is to exceed your expectations by providing high-quality, one-stop shopping, saving you time and money.

We operate with the University's best interests in mind because we are now completely self-operated. So, we strive to make printing and mailing easier and less expensive for you than any off-campus company. For example, the Print Shop offers free graphic design services (some restrictions apply) to all University of Richmond departments and individuals.

We also offer a print price-matching guarantee. If you show us a bid for a print job from an off-campus printer, we will try to match or beat that price. If we don't have the equipment to do the job in-house, we will bid the job out for you nationally and our local partners to get you the best offer.

Because we are small, we can provide personal service and offer a speedy turnaround for most jobs without compromising on quality. You can also submit routine jobs online with our portal. Once a job has been submitted, you can quickly communicate by email and phone to our team to make changes.

Please support the University of Richmond and our loyal and dedicated employees by using your in-house print and mail services. We look forward to serving your print and postal needs.

Sincerely,

Jerry Clemmer

Executive Director of Campus Business Services
University of Richmond

PORTFOLIO

We recently worked with Jonathan Steele on vinyl installations at the Harnett Museum of Art, located in the Modlin Center. This was a die-cut vinyl decal installed at the entrance.



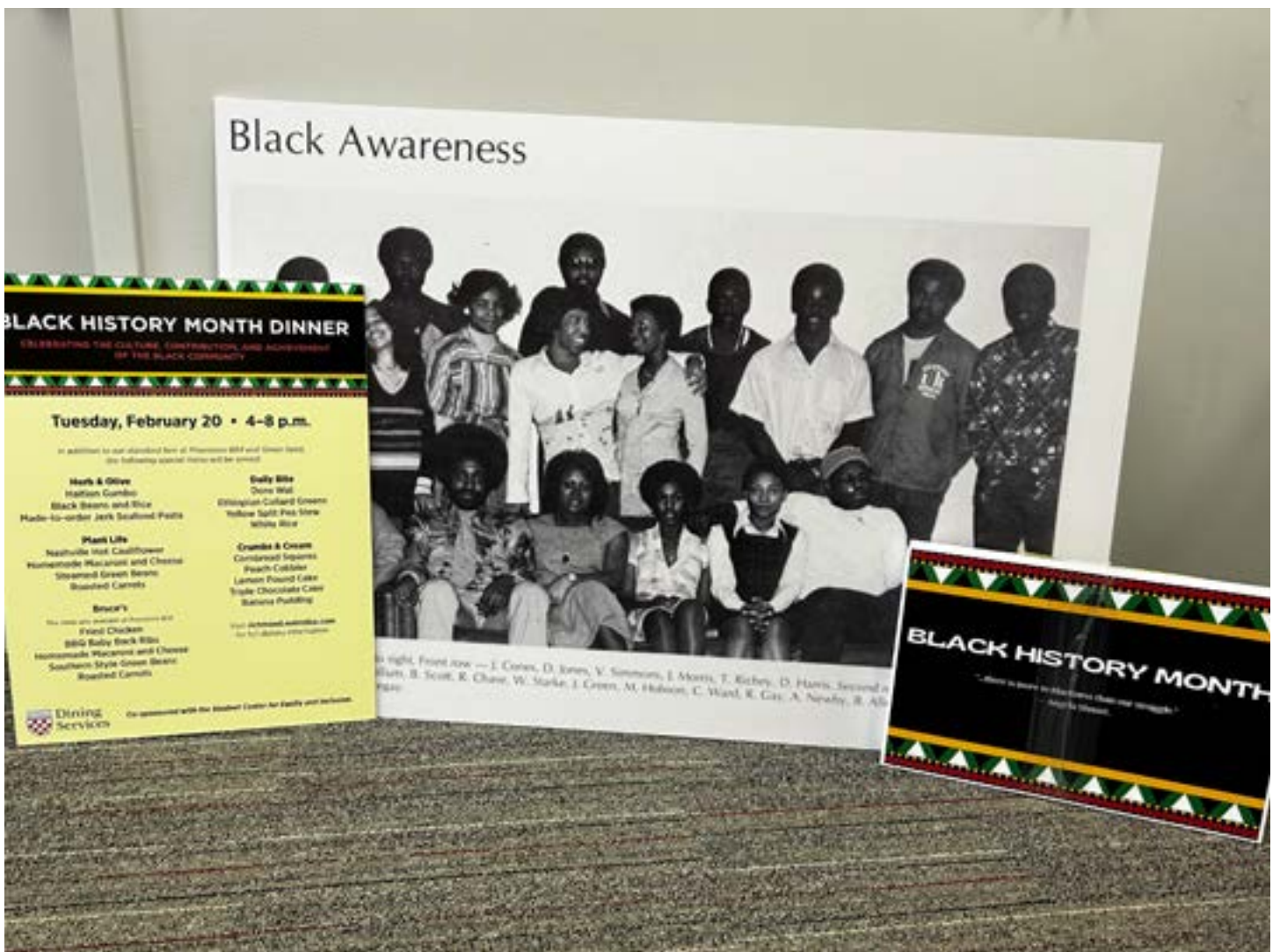


Last fall, the Harnett Museum displayed a timeline of historical LGBTQ events. The Print Shop created a series of large panels on vinyl adhesive. It took two days to complete and used 498 inches of material.



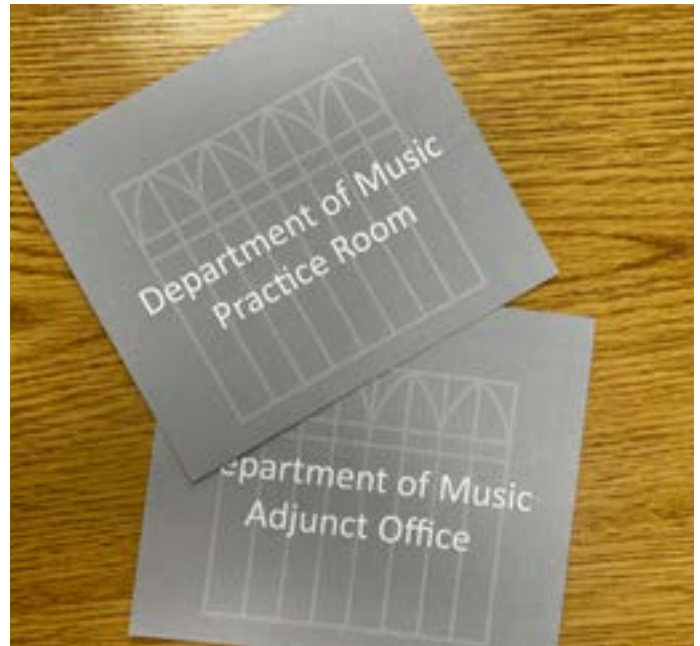
ABOVE: Cards printed for Giving Day.

BELOW: A few of the items we have printed for various organizations and departments in honor of Black History Month.



OPEN HOUSE

The Print Shop Open House took place in October 2023 and showcased new Konica Minolta equipment. Guests were able to see projects under production, browse through samples, and tour the Print Shop floor.



PRICING*

PRINTING

SIZE	BLACK & WHITE		COLOR	
	SINGLE SIDED • DOUBLE SIDED		SINGLE SIDED • DOUBLE SIDED	
8.5 X 11 (Letter)	\$0.10	\$0.20	\$0.35	\$0.70
8.5 X 14 (Legal)	\$0.14	\$0.28	\$0.40	\$0.80
11 X 17 (Tabloid)	\$0.20	\$0.40	\$0.50	\$1.00
12 X 18 (Poster)	\$0.28	\$0.56	\$0.70	\$1.40
13 X 19 (Poster)	\$0.32	\$0.64	\$0.80	\$1.60

*Additional cost for special paper and/or cardstock

SUPPLIES

Magnetic Nametags.....	\$8.50+
UR Personalized Notepads.....	\$4.25ea
UR Stationery	
Business Cards.....	\$30.00+
Letterhead.....	\$84.00+
#10 Envelopes.....	\$125.00+

PROMOTIONAL

Stickers.....	\$0.55+
Outdoor 12x18 signs.....	\$7.00+
24x36 Foam board sign.....	\$72.00
30x72 Vinyl banner.....	\$105.00

We offer a **PRICE MATCH GUARENTEE**. Please bring in or send us the most recent quote (from within 60 days) from another company, and we will meet or beat the price. Contact us by [email](#), phone, or in person with questions.

COMING SOON

The Print Shop will soon add a flatbed printer to our shop. With the addition of this printer, we will be able to offer:

- Print on wooden or metal items
- Fancy acrylic wedding signage
- Keychains with your contact info as a QR code
- Swag for department giveaways
- and much more!

[Email us](#), and tell us what specific things you'd like to see!





When you're ready to place an order, we offer four ways to order:

1. Order online

- Go to <https://richmond.sclintra.com/bbvs65>
- Log in with single-sign-on (SSO).
- Follow the prompts through to the end of the page.
- For print orders, upload your file before submitting.

We will contact you with any questions and also when your job is complete.

2. Call us

Print: (804) 289-8525 • Mail: (804) 289-8620

3. Email us

printshop@richmond.edu • mailservices@richmond.edu

4. Come see us

Print Shop
133 UR Drive
University of Richmond, VA 23173

Post Office
410 Westhampton Way
University of Richmond, VA 23173

SPRING SAVINGS

\$20 FOR 50 INVITATIONS & ENVELOPES

*Good for 50 single sided 5" x 7" flat cards and matching A7 envelopes. White or cream cardstock only. One order per customer. Must submit your own print-ready PDF or JPEG file. Must present this coupon to redeem.
Expires May 31, 2024.*

**Great for Graduation
Announcements,
Save the Dates, and
Birthday invitations!**



Print & Postal Services

20% OFF YOUR ORDER OF FOLDED PROGRAMS

*Minimum of 100 copies. Offer valid for double sided 5.5" x 8.5" half fold programs. Color printing or black and white. Text weight paper only. Must submit your own print-ready PDF or JPEG file. Must present this coupon to redeem.
Expires May 31, 2024.*

**Can be used for an
upcoming ceremony
or event!**



Print & Postal Services



Print & Postal Services

printshop@richmond.edu • mailservices@richmond.edu