

Print Shop Portfolio



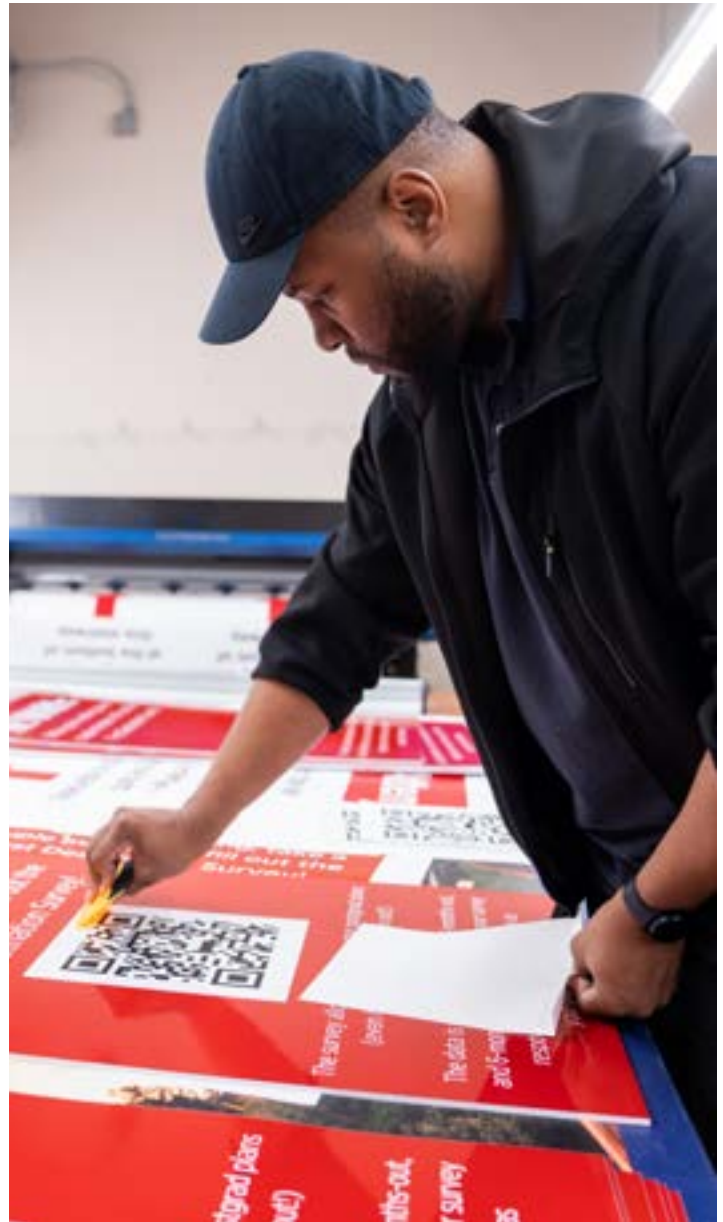
FALL 2024

Welcome to the Campus Print Shop

your dedicated resource for all things design, print, and mailing! Our mission is to support the Spider community by providing top-notch services including promotional product printing, brand-consistent design, and secure handling of confidential materials like exam papers and coursepacks.

We pride ourselves on offering quick turnaround times, 2 hours of complimentary design assistance, and competitive pricing with a price-matching guarantee. Committed to keeping resources on campus and promoting sustainability, we also cherish the opportunity to engage with fellow Spiders.

This portfolio showcases our most recent work from the past semester and summer, highlighting both campus and personal projects. Stay tuned for exciting new products coming soon, and we encourage you to leverage our expertise to enhance your projects and keep the Spider spirit thriving on campus.



STAFF CONTACT HOURS

The Team

Joel Hagman Manager
Tanice Fenner Assistant Manager
Alex Prillaman..... Technical Specialist
Johnny Cornish..... Technical Specialist
Desirée Landron..... Graphic Designer

Keep in touch

Phone:
(804) 289-8525

Email:
printshop@richmond.edu

Visit us

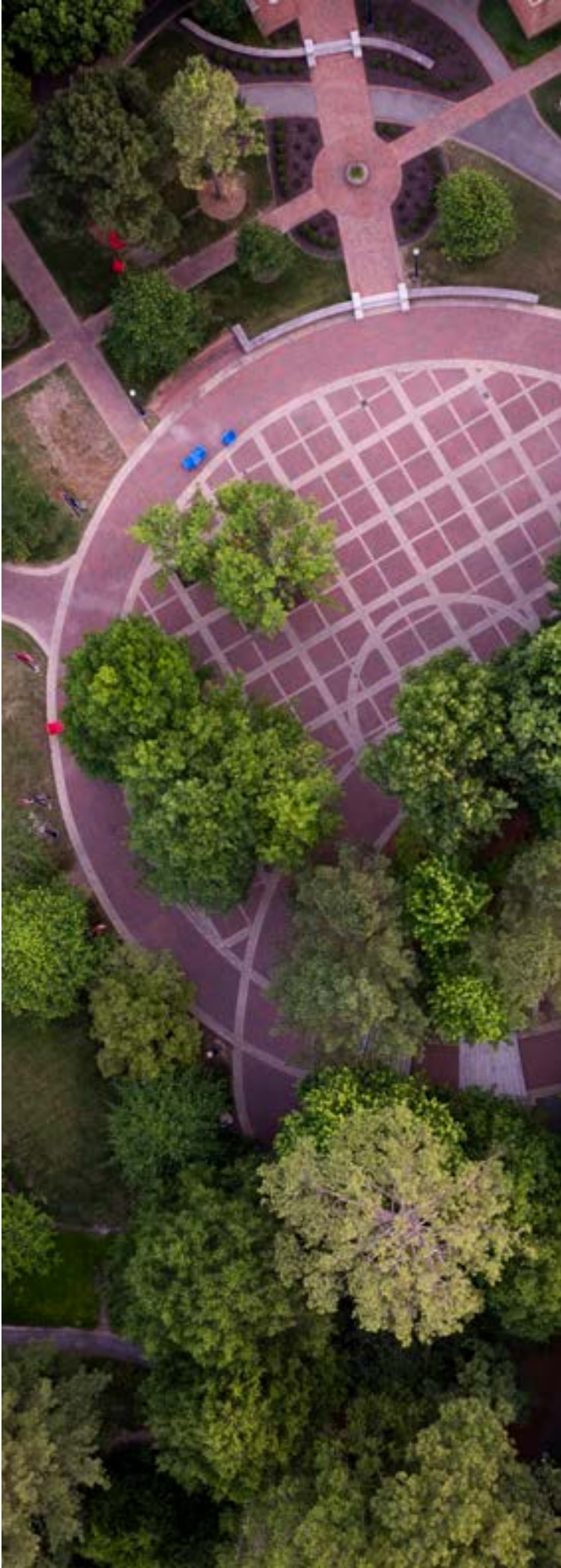
Hours:
Monday–Friday 7:30 a.m.-5:30 p.m.
Saturday–Sunday: Closed

Address:
133 UR Drive
University of Richmond, VA 23173

[Website](#)



[Online
Ordering](#)



Recent Work

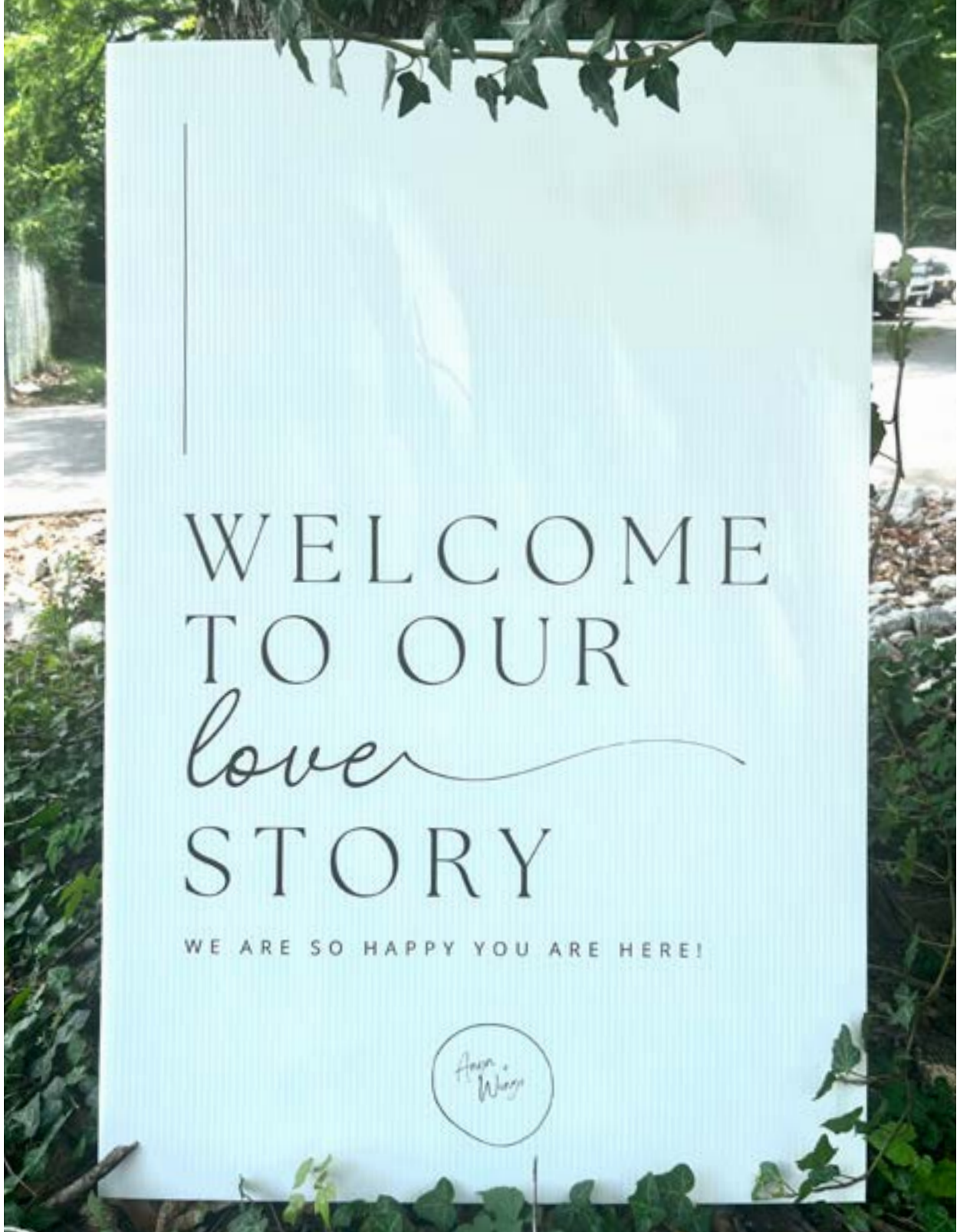
Mini brochures printed on our booklet maker. Our new machines allow for us >>> to make smaller booklets in-house.

Various decals printed for departments on campus.



A 3 piece mailer that we printed and mailed out this summer. If customers have an Excel file, we can merge and mail in house! >>>





A beautiful outdoor wedding sign designed and printed on site. This is printed as durable 24x36 sign, made to withstand rain and sun. These signs are popular for entrances to the ceremony and reception.

UR Print Shop works with several wedding planners throughout the year and many staff, faculty, students and alumni for custom wedding prints.

[Contact us](#) for quotes and more information.



Top Left:
Annual Department of Music mailer that unveils a beautiful poster when opened.

Bottom Left:
Foamboard poster for a Spider's babyshower!

Top Right:
A customer wanted an outdoor sign to celebrate their family members' elementary graduation.

Bottom Right:
Booklets and pamphlets we printed for various departments on campus. With our new machines, it makes printing and folding simultaneously a breeze.

In-House Mailings

We encourage all staff and faculty to take advantage of our convenient on-campus print shop for all your mailing needs. By working in conjunction with the post office, we ensure that your mailings are of the highest quality and can be handled with urgency when required.

Our print shop offers competitive pricing, and we provide a comprehensive range of services, including mail merge, stuffing, sealing, and postage. Trust us to streamline your mailing process and deliver exceptional results with the efficiency and cost-effectiveness that only an on-campus resource can offer.



NEW!

Promotional Items

We're excited to announce that we're now offering a select range of promotional items, including frisbees, journals, and other flat products! We'd love to hear your thoughts on what promotional items you and your department would be interested in purchasing. Your feedback is invaluable in helping us expand our offerings to better suit your needs. Please reach out to us at printshop@richmond.edu with any ideas or questions you might have. We look forward to hearing from you!



Pricing

PRINTING

SIZE	BLACK & WHITE		COLOR	
	SINGLE SIDED • DOUBLE SIDED		SINGLE SIDED • DOUBLE SIDED	
8.5 X 11 <i>(Letter)</i>	\$0.10	\$0.20	\$0.35	\$0.70
8.5 X 14 <i>(Legal)</i>	\$0.14	\$0.28	\$0.40	\$0.80
11 X 17 <i>(Tabloid)</i>	\$0.20	\$0.40	\$0.50	\$1.00
12 X 18 <i>(Poster)</i>	\$0.28	\$0.56	\$0.70	\$1.40
13 X 19 <i>(Poster)</i>	\$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+
Table Tents <i>(Merged with names)</i>	
Blue & White.....	\$2.25
Red & Cream.....	\$2.75
Tabs.....	\$0.28ea + Setup

PROMOTIONAL

Stickers.....	\$0.55+
Outdoor 12x18 signs.....	\$7.00+
24x36 Foam board sign.....	\$54.00
30x72 Vinyl banner.....	\$105.00

Contact us by [email](#), phone, or in person with questions about your project.



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

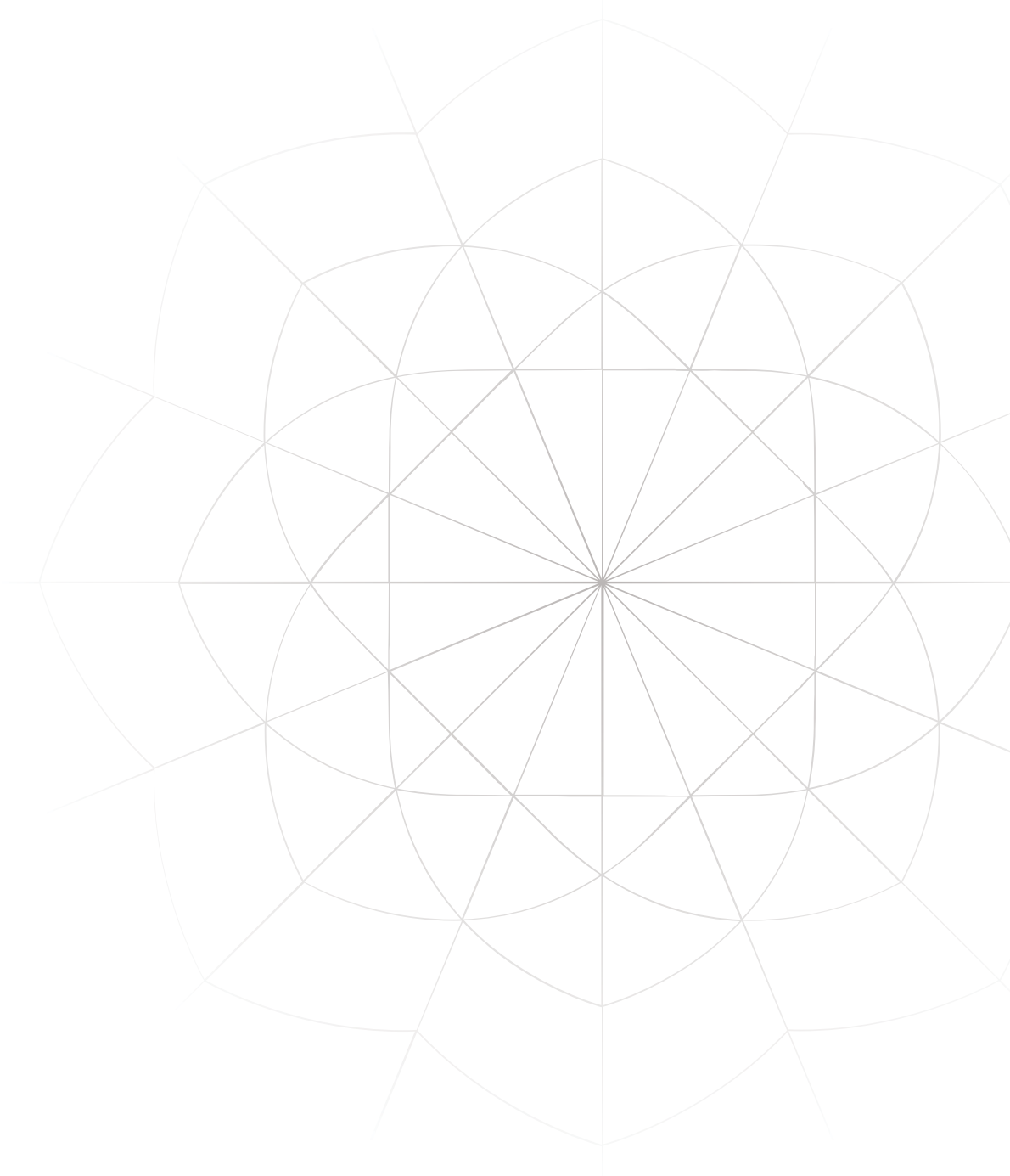
3. Email us

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



Print & Postal Services

printshop@richmond.edu • mailservices@richmond.edu