Print Team:
Karen Pierce .................................... Director, Print & Postal Services
Tanice Fenner .................................... Assistant Director, 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 .................................... Assistant Director, Postal Services
Frankie Davis-Daniels ........................ Print & Postal Associate, 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 7:30a.m.–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

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
to Print & Postal Services. We are here to take care of all your printing and postal needs. Course pack? We’re experts. Confidential documents? Not a problem. Bulk mailing? We’ve got you covered. Whatever your print and/or mail request, our in-house team provides fast turnaround times while saving your department money.
Recent Work

Large postcards that we edited, produced and mailed for Mary Alice Wallmeyer in Alumni.

Department birthday cards we designed, printed, and folded.

Water bottle stickers designed and printed for Health Promotion.

These lanyards printed on water resistant paper and hole punched for the Department of Athletics.

Large postcards that we edited, produced and mailed for Mary Alice Wallmeyer in Alumni.
Did you know we accept personal print orders for anyone on and off campus? We think it’s one of UR’s best kept secrets. Here are some of the recent orders we completed.

Custom business cards designed and printed with the customers specifications in mind.

A student came to us with her Senior project. It consisted of small booklets (pictured above) and large foamboard posters.

A staff member wanted help compiling and printing his son’s artwork into a small booklet.

An assortment of invitations we’ve printed for some customers off campus and UR staff this winter.
The Print Shop offers free graphic design services* with your purchase. Give us a call to share your ideas and with a little time and finesse, we’ll provide you with samples to review before deciding on the perfect one. If your project is a little more complex, schedule a meeting with our graphic designer. This would be helpful for organizations and group projects.

*Restrictions apply with our free graphic design services. Email us your project.

These escort cards were part of a large design job for a staff member’s party.

This card for URPD was redesigned, printed, and cut to size.

A gate fold brochure designed for Kate Cassada and Krist Waikart in Education.
## PRICING

### PRINTING

<table>
<thead>
<tr>
<th>Size</th>
<th>Black &amp; White</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single Sided</td>
<td>Double Sided</td>
</tr>
<tr>
<td>8.5 X 11 (Letter)</td>
<td>$0.05</td>
<td>$0.10</td>
</tr>
<tr>
<td>8.5 X 14 (Legal)</td>
<td>$0.07</td>
<td>$0.14</td>
</tr>
<tr>
<td>11 X 17 (Tabloid)</td>
<td>$0.10</td>
<td>$0.20</td>
</tr>
<tr>
<td>12 X 18 (Poster)</td>
<td>$0.14</td>
<td>$0.28</td>
</tr>
<tr>
<td>13 X 19 (Poster)</td>
<td>$0.16</td>
<td>$0.32</td>
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</table>

*Additional cost for special paper and/or cardstock

### SUPPLIES

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnetic Nametags</td>
<td>$8.50+</td>
</tr>
<tr>
<td>UR Personalized Notepads</td>
<td>$4.25ea</td>
</tr>
<tr>
<td>UR Stationery</td>
<td></td>
</tr>
<tr>
<td>Business Cards</td>
<td>$30.00+</td>
</tr>
<tr>
<td>Letterhead</td>
<td>$84.00+</td>
</tr>
<tr>
<td>#10 Envelopes</td>
<td>$125.00+</td>
</tr>
<tr>
<td>Table Tents (Merged with names)</td>
<td></td>
</tr>
<tr>
<td>Blue &amp; White</td>
<td>$2.25</td>
</tr>
<tr>
<td>Red &amp; Cream</td>
<td>$2.75</td>
</tr>
<tr>
<td>Tabs</td>
<td>$0.28ea + Setup</td>
</tr>
</tbody>
</table>

### PROMOTIONAL

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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<tbody>
<tr>
<td>Stickers</td>
<td>$0.55+</td>
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<tr>
<td>Outdoor 12x18 signs</td>
<td>$7.00+</td>
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<tr>
<td>24x36 Foam board sign</td>
<td>$72.00</td>
</tr>
<tr>
<td>30x72 Vinyl banner</td>
<td>$105.00</td>
</tr>
</tbody>
</table>

Contact us by email, phone, or in person with questions about your project.
Postal Services manages interoffice mail pick-up and delivery and can simplify your shipping and mailing decisions. Send letters, large envelopes, and packages directly from our mail center via USPS, FedEx, and UPS.

COMING SOON! Enhanced services for students! This fall, the Post Office will launch automated parcel and mail pick-up. Students will be able to use their smartphone or PO Box and UR ID to pick up packages. Stay tuned!
When you’re ready to place an order, we offer four ways to order:

1. **Order online**
   - Go to [https://richmond.sclintra.com/bbvs65](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](mailto:printshop@richmond.edu) • [mailservices@richmond.edu](mailto: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
$5 OFF 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.

Original Price $21.00 Sale Price $16.00. Taxes and fees may apply.


20% OFF YOUR ORDER OF FOLDED PROGRAMS

Offer valid for 100 double sided letter size (8.5x11) half fold programs. Color printing on text weight paper only. Must submit your own print-ready PDF file. Must present this coupon to redeem.

Original Price $75.00 Sale Price $60.00. Taxes and fees may apply.
