

Print Shop Portfolio

— **SPRING 2025** —

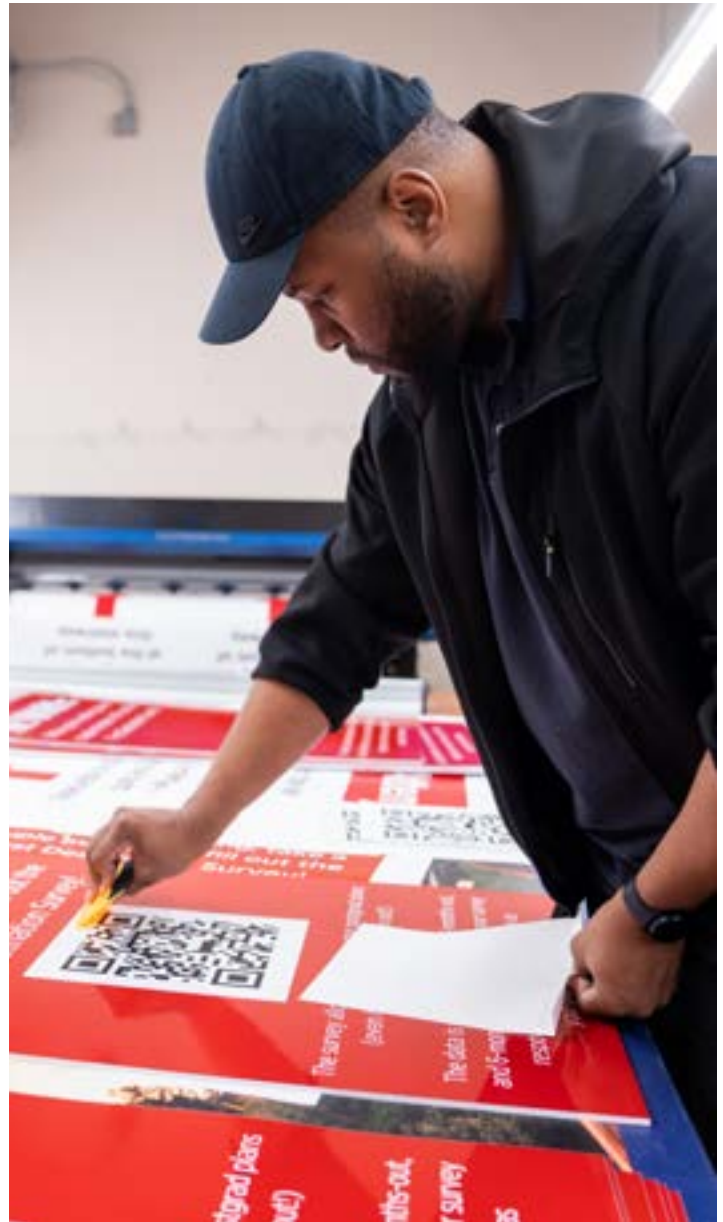


Welcome to the Campus Print Shop

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

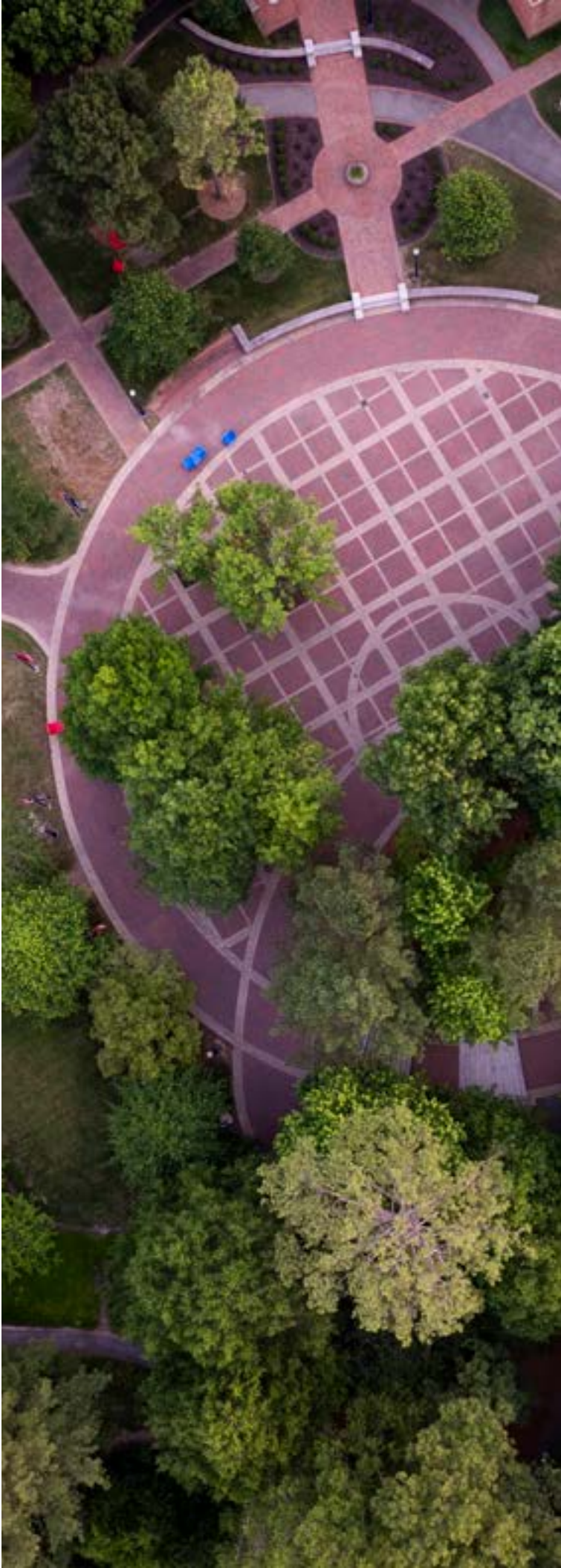
Hours:
Monday–Friday 7:30 a.m.-5:30 p.m.
Saturday–Sunday: Closed

Address:
133 UR Drive
University of Richmond, VA 23173

[Website](#)



[Online
Ordering](#)



Recent Work



We're excited to announce that the Print Shop is now collaborating with SpiderShop to bring you some amazing new products this semester! This partnership not only means more cool and unique items for you to enjoy, but it also helps save the University money and speeds up the production process. With faster turnaround times and better cost efficiency, we're able to deliver high-quality products quickly while keeping costs low. Stay tuned for some awesome launches coming your way!



◀◀ *Acrylic photo frame for a 5x7 photo. Would make a great graduation gift.*

Blank Spider notecards with blank envelopes, conveniently packaged together.



*To see more samples of our work, or to discuss a potential project, please stop by the Print Shop at your convenience.
133 UR Drive • 7:30am-5pm.*



Top Left:
Annual Osmosis Magazine. Created by students and produced here at the Print Shop.

Bottom Left:
Foamboard poster for a Law School Event

Top Right:
Information booklets for the Events Office.

Bottom Right:
Hard back lined journals that were printed on our new flatbed printer. These were created as samples for our fall Open House but quickly became a favorite order for our customers.

In-House Mailings

Let the Print Shop take the hassle out of your mailing jobs! We offer a full-service solution, handling everything from design and printing to merging, stuffing, sealing, and mailing — all in-house. This not only saves you valuable time but also helps your department stay within budget. Our team is skilled at finding the most cost-effective ways to get your mail out quickly and efficiently, ensuring your project stays on track. Whether you're sending out simple invitations or managing more complex tasks (like keeping letters in order for signature before mailing), we've got you covered every step of the way. Trust us to make your next mailing project seamless and stress-free!



NEW WEBSITE!

We're excited to announce that University of Richmond Printing Services and Page DNA have partnered together to bring a new and improved website for our customers. Our goal is to make your experience with the Print Shop even easier and more efficient. The new site will be much more user-friendly, with a streamlined layout that allows you to easily browse and order items by category. You'll also be able to view and edit your samples before submitting your order, and get a price quote up front—no surprises! We can't wait to roll it out and make your ordering process smoother than ever. Stay tuned for more updates.



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

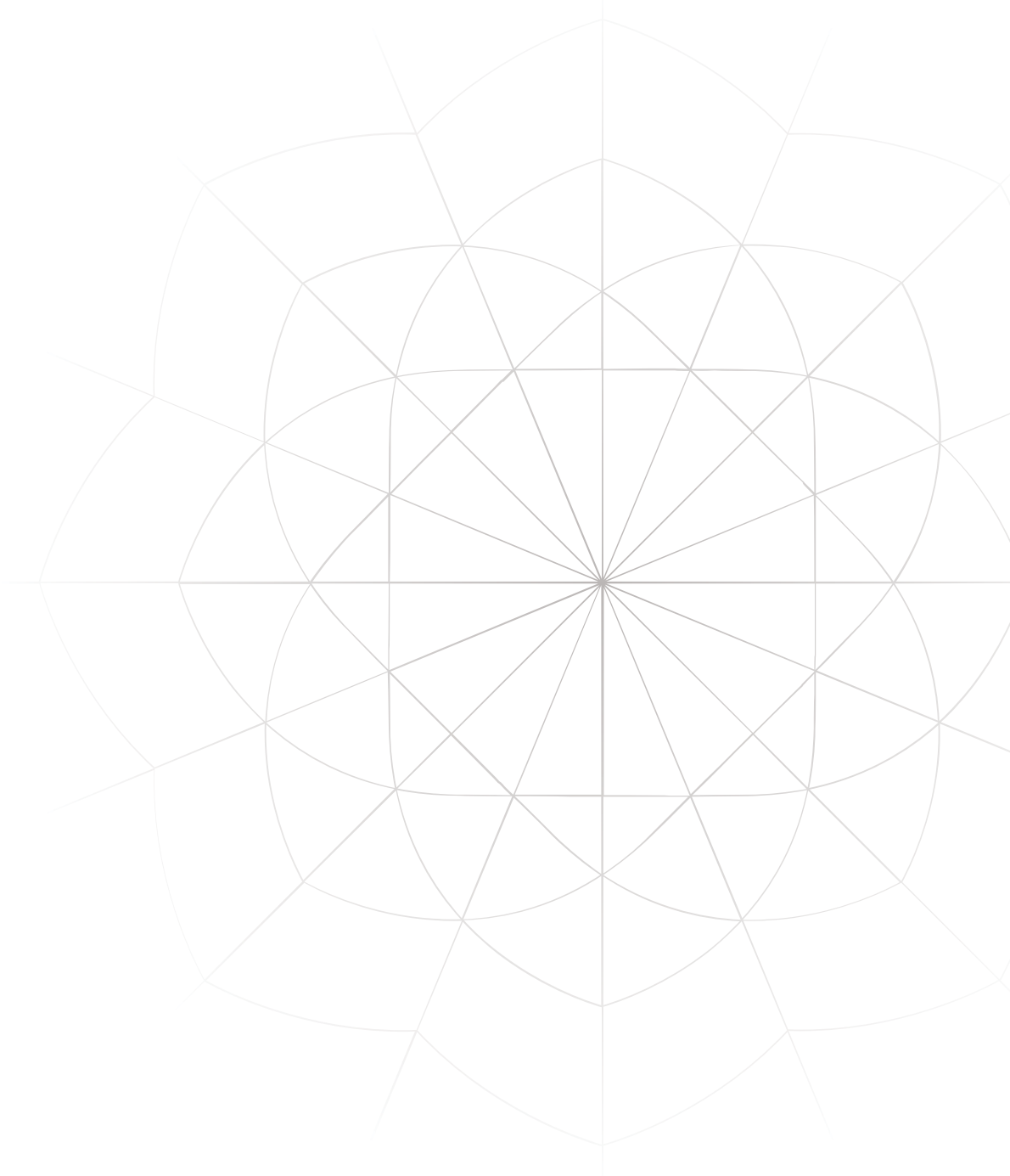
3. Email us

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