

Print and Bulk Mail Procedures

1. Department needs material designed and/or printed for mailing.

- a. Department completes **Print and Mail Request Form** and sends to bulkmail@anderson.edu. Mail Center Team Leader will forward to Office Manager in Office of Publications and CC: department representative for design/printing services. This form is available at <http://www.anderson.edu/campus/mail.html>.

NOTE: Office of Publications should be involved in ALL outside communications to ensure University style and brand objectives are met.

- b. Director of Publications, or designated Publications staff, contacts department representative to design University promotional/informational/etc. material.
- c. Department and Office of Publications approves design/layout.
- d. Director of Publications solicits quotes for printing and, if requested, bulk mailing from University preferred vendors, Hudson Printing and CS Kern.
- e. Director of Publications works directly with selected vendor & sends department approved designed files electronically to vendor.
- f. Vendor creates a proof and sends to Director of Publications for approval. Any deviation from the design previously approved by department will require approval from department representative.
- g. Vendor prints requested volume.
 - i. If no bulk mail service requested, vendor delivers printed material to Publications Office or other agreed upon drop off spot.
- h. Vendor sends printed material to their bulk mail division for mailing.
- i. Vendor works with Mail Center Team Leader to receive the department's mailing list.
- j. Vendor prepares and mails material per specification indicated on **Print and Mail Request Form**
- k. Vendor sends invoice to University c/o department for payment.
- l. Department proceeds with established University payment procedures.

2. Department needs bulk mailing services ONLY.

- a. Department representative completes **Print and Mail Request Form** Department representative brings mailing materials to Mail Center.
- b. Mail Center Team Leader is responsible for bulkmail@anderson.edu and will send confirmation of receipt to department representative once request and mail materials are received.
- c. Mail Center Team Leader contacts University preferred vendors, Hudson Printing and CS Kern, for price quotes.
- d. Mail Center Team Leader selects vendor based on lowest cost, provided all other factors are constant, and notifies the department representative.
- e. Mail Center Team Leader works with vendor to set up a designated pick-up time.
- f. Mail Center Team Leader sends department's mailing list to vendor electronically.

- g. Vendor picks mailing up at designated spot.
- h. Vendor prepares and mails material per specification indicated on ***Print and Mail Request Form***
- i. Vendor sends invoice to University c/o department for payment.
- j. Department proceeds with established University payment procedures.

3. Department needs internal-use materials or other service previously handled by Printing Services.

- a. Option #1: Use departmental printer or multi-functional device
 - i. The 100 ct. printing limitation on departmental devices will be lifted.
 - ii. Departmental costs to print will be reduced from \$.05 per side to \$.04 for front-side printing, \$.07 for duplex printing.
- b. Option #2: Use Self-Service Copy Center
 - i. Color and black & white copy machines are available in the Library for self-service. Departments have the option to send a delayed print job to these printers and send a staff member to print and pick up at their convenience.
 - ii. A laminator, large cutter, and simple binding equipment will be available for individual use.
 - iii. A poster printer is available with trained library personnel for assistance.
 - iv. The library front desk has a small selection of papers and binding material for purchase.
- c. Option #3: Use Broadway Press

While it will not be mandated for you to use Broadway Press, they are a preferred vendor. They have been utilized by our current Printing Services' department for various jobs and are familiar with our processes. They offer quick turnaround and competitive pricing.

 - i. Department representative sends email to Broadway Press staff indicating service needed, date job needs to be completed, and electronic files, if necessary.
 - ii. Broadway Press sends price quote.
 - iii. Department sends email approval for Broadway Press staff to proceed with printing job.
 - iv. Broadway provides a proof for approval prior to completing print project.
 - v. Broadway drops completed print job off directly to department office.
 - vi. Broadway sends invoice to University c/o department for payment.
 - vii. Department proceeds with established University payment procedures.

4. Department needs paper, ink and/or toner for MFD or other departmental printing device.

- a. Department sends email to Help Desk, helpdesk@anderson.edu
- b. ITS will deliver requested item to department.
- c. The existing process for charging these expenses to departmental budgets will not change.