

# UNIVERSITY of HOUSTON

Printing and Postal Services

EXPERIENCED  
DESIGN TEAM

STATE-OF-THE-ART  
EQUIPMENT

OFFSET PRINTING

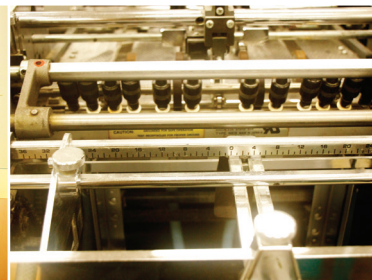
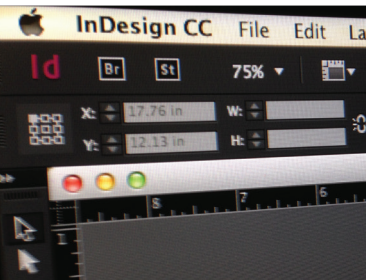
DIGITAL PRINTING

BINDERY

LARGE FORMAT PRINTING  
BANNER, SIGNS, POSTERS

PROMOTIONAL ITEMS

MAIL PROCESSING



# WHO WE ARE

**QUICK**  
Turnaround

On-campus solutions for  
**ALL YOUR PRODUCTION NEEDS**

One stop shop concept:  
**Design • Print • Mail**

**Customer service**  
is our top priority

Created over **60 years** ago to serve  
the campus community

**FREE**  
**Proofreading**

# WHY USE US?

**NO OUTSIDE BIDS** needed  
and competitive pricing

**CONVENIENT** free parking,  
pickup and delivery

Familiar with  
**ALL UH NEEDS**

We are current on all  
**US POSTAL SERVICES** regulations

Payments made through  
**UH PEOPLESOFT**

Maintains  
**UH GRAPHIC STANDARDS**



## DESIGN

Our graphic Design Team has over 30 years of combined experience. We offer:

- Free consultations
- Designing of your entire projects using your concepts or using your own files to help enhance your communication
- Flexibility which allows us to work within your schedule
- Proofing and content checking
- Color proofs or wide-format prints
- Designs that are sent to press via our state-of-the-art Computer-To-Plate system
- High quality, proven by our numerous pieces that have garnered state and national awards



## PRINT

Our high-tech print shop includes a 4-color offset press with coater, which provides the vibrant colors that UH colleges and departments expect in their marketing pieces. We offer:

- Technology that includes offset presses and digital presses
- The capability to print flyers, brochures, newsletters, business cards, letterhead, envelopes, booklets, invitations, holiday cards, banners, posters, yard signs, etc.
- 4-color with coater or 2-color offset printer
- Wide-format color printer (54 in.)
- Black and White and full color digital
- Complete bindery service from cutting, folding and stitching to drilling, binding, scoring, padding and shrink-wrapping
- Free pick-up and delivery



## MAIL

Our professional staff is here to ensure that the postal rules are maintained throughout the job process and that your product is delivered in a timely manner.

We offer a full complement of mailing processes to meet your needs. These include:

- Inkjetting
- Folding & inserting
- Mail Merges
- Tabbing
- Metering
- USPS Approved Software
- Handwork
- Coding Accuracy Support System (CASS) and National Change Of Address Database (NCOA)
- List updates and purchase mailing lists
- Liaison between UH community and USPS on all price changes and regulations

**Printing and Postal Services**  
**General Services Building**  
**4211 Elgin Street, Room 140**  
**Houston, TX 77204-1002**

**Printing** 713-743-5900  
**Postal** 713-743-5840

**printing@uh.edu**  
**www.uh.edu**

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