

# University Copy, Print, and Delivery Services Updates

Esmeralda Valdez, Executive Director  
University Services

# UH Copy and Print Online & Promotional Items

- User-friendly
- Convenient
- <http://www.uh.edu/af-university-services/printing-and-postal/uh-printing-online/>
- Promotional Items website-
- <http://www.uh.edu/af-university-services/printing-and-postal/promotional-items-swag/>

UNIVERSITY of **HOUSTON**  
COPY, PRINT AND DELIVERY SERVICES

# WE PRICE MATCH!

## We Price Match

- ▶ Specifications on paper, print colors and bindery
- ▶ To meet your quality requirements
- ▶ To meet normal delivery requirements
- ▶ Quoted price as obtained locally
- ▶ Comparable materials or requirements for promotions

## We Can Deliver

- ▶ Brochures and Flyers
- ▶ Posters and Banners
- ▶ Stationery and Digital printing
- ▶ Pocket folders and Postcards
- ▶ All manner of swag

## Visit our website or contact us:

- [uh.edu/pp](http://uh.edu/pp)
- UHPrintingOnline
- 713-743-5829

Printing & Postal Services will match any price as confirmed and shown to us for any of the products and services that we offer, produce in-house or manage via third-party vendors. In all instances, we will ensure that our products are delivered on time, with the requisite level of quality and at a price that will match your best price comparison. For projects requiring specific material requirements, we will ensure that our material requirements if substituted, match your specific requirements as closely as possible.

# MAPP Policy 04.01.01

- Offset printing \$5,000 or less (\$3,000 or less on federal funds) do not require competitive bids.
- Offset printing \$5,000 or more (\$3,000 on federal funds) require competitive bids, one from University Copy and Print Department.
- Offset printing of any dollar amount do not require competitive bids if provided by University Copy and Print Department.

## CONTACT INFORMATION

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### Location:

General Services Building  
4211 Elgin  
Parking Lot 17A

### Hours:

Monday – Friday, 8:00 – 5:00