



PRINTING SERVICES

Official UA Stationery ▾ Print Supplier Program ▾ Bulk Mail
https://pacs.arizona.edu/print_supplier_program

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Please contact us if you need any help.

UA Printing Services
220 W. 6th Street, Room A513
PO Box 2103000
Tucson, AZ 85721-0300
Fax: 520-621-6478

Karen Campasano 520-621-9514
Email: ksc1@email.arizona.edu

Mauretta Allan 520-621-7306
Email: mallan@email.arizona.edu



BioCommunications

BioCommunications, located at the University of Arizona Health Sciences, offers a comprehensive range of graphic design and web development services to the UA community.

To discuss your needs, contact:
Rita Ellsworth 520-626-7343
Email: ritae@email.arizona.edu

Download official print-ready University of Arizona logos at brand.arizona.edu/master-logo

UA PRINT SUPPLIER PROGRAM

UA Procurement and Contracting Services has created the **Print Supplier Program** to help all units on campus save time and money on printing services. The print vendors chosen were judged to be superior for printing quality, customer service, prepress expertise, ability to meet deadlines and price.

The program has been designed to achieve the following:

- ▶ Pool the University’s purchasing power to generate volume discounts for everyone who uses the program.
 - ▶ The volume discount is cumulative over the life of the contract. The discount starts after the University has spent \$100,000.00 dollars with a vendor.
 - ▶ Once the minimum spend has been reached with a vendor, all departments using that vendor will receive the discount on future orders with that vendor.
- ▶ Create one standard method of payment for printing projects.
- ▶ Create the least interference between the vendor and the department ordering the printed projects.

Business Managers: This program is easy to use!

- ▶ You will not have to do a DPR/RFP/MOF or save receipts and send them to FSO for scanning.
- ▶ There is no dollar limit on printing purchases in the Print Supplier Program.
- ▶ You do not have to use the lowest price vendor. You are free to use any vendor in the program who you feel most suits your needs.

Getting Started

Any University department can get estimates directly from vendors on the list or email the job specifications to Printing Services and they will get estimates for you. When you are ready to place an order, email a **Printing Services Billing Form**, https://pacs.arizona.edu/printing_services, with the winning estimate to 520-621-6478 to ksc1@email.arizona.edu, or mallan@email.arizona.edu

- ▶ Printing Services will issue a PO to the vendor.
- ▶ The vendor and department can now proceed with the order.
- ▶ The vendor will issue a bill to Printing Services.
- ▶ Printing Services will remove the money from the department’s account and pay the vendor.
- ▶ There is no additional charge to departments to use the program.

UA Print Supplier Program Vendors

Tucson Vendors	
Allegra (Wilmot Rd.)	886-3119
Allegra (Park/22nd St.)	468-7106
AlphaGraphics CPS	740-0911
AlphaGraphics (Palo Verde)	748-9094
Arizona Lithographers	398-6550
Cirrus Visual	241-2283
Diversified Print Solutions	301-6878
Spectrum Printing	571-1114
West Press	256-9936

Phoenix Area Vendors	
AlphaGraphics (University Dr.)	480-246-8604
Courier Graphics	503-341-8576
Lithotech	480-694-2300
Masters Touch	800-301-1347
O’Neil Printing	602-258-7789
Prisma	480-243-6141
RR Donnelley	602-717-6864
Out of State Vendor	
Cenveo (California)	626-271-9284

BULK MAIL GUIDELINES & MAILING SERVICES

Mailings using Permit No. 190 **MUST** use a vendor from the Print Supplier Program and notify Printing Services.

Standard Mail (BULK) Nonprofit & Presort Standard

▶ There are two different types of standard mail: **Nonprofit** and **Presort Standard**. **Nonprofit:** The University is entitled to the lowest possible standard mail rates through qualification and purchase of a special nonprofit organization permit. The use of this permit has numerous restrictions. Not all bulk mail qualifies for nonprofit status.

Presort Standard: Mailings done in conjunction with entities outside the University or certain mailings containing advertising are not accepted as a Nonprofit rate mailing and must be mailed at the presort standard rate.

Standard Mail Qualifications

- ▶ Minimum quantity of 200 pieces or 50 lbs.
- ▶ Do not use address labels.
- ▶ Maximum weight is less than 1 pound, 15.999 oz., per piece
- ▶ All pieces must be identical in size, weight and number of enclosures. Postcards must be cut to identical size.
- ▶ **Each piece must have a University return address and The University of Arizona must appear as the first line.**
- ▶ The permit indicia must be on each piece.
- ▶ No personal messages, correspondence or communication is allowed.
- ▶ Only U.S. mail, no foreign mail.
- ▶ All standard mail must be reviewed and approved for mailing by the local Business Mail Entry Unit (BMEU) at the Post Office. Please contact Manny Fung, 520-388-5197
Manny.Fung@usps.gov

Mailing Indicia

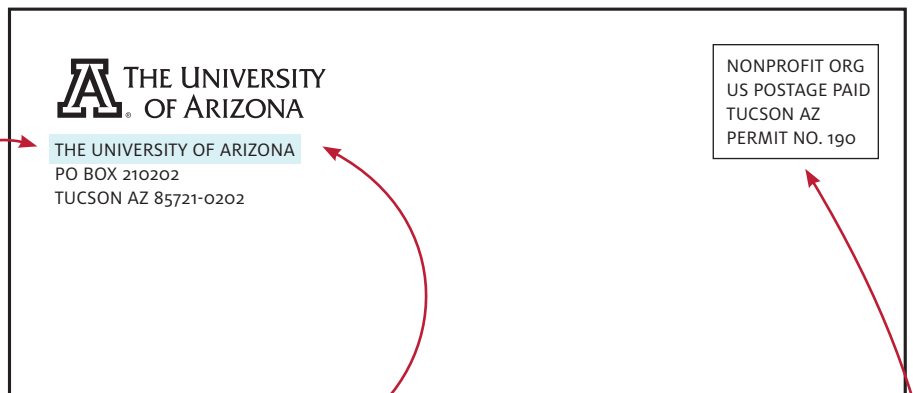
Nonprofit Org

- ▶ **Any use of Nonprofit Org Permit No. 190 for organizations or individuals other than the University is illegal and may result in revocation of permit.**
- ▶ The print vendor **MUST** notify UA Printing Services that they have received a print or mailing job using the Permit No. 190 indicia.
- ▶ This indicia imprint has special limitations on its use. The nature and intention of the printed piece:
 1. The piece must be for the sole purpose of the UA college, department, center, administrative unit or program, including the Arizona Health Sciences Center.

Outside or non-UA entities are not permitted to be listed or featured on the (cover of the) publication. If you wish to include a co-sponsor, proof of the co-sponsor's non-profit status must be established in Tucson and must be on file at the Main Post Office/Cherrybell location in Tucson.

2. Text and Language restrictions for publications: To recognize sponsors, you may include: "Sponsors" (with a list of the sponsor names) or "Thank you to our sponsors."

Do Not use the following phrases:
"Presented by"
"Sponsored by"
"In conjunction with"



Graphic Requirements:

- ▶ The words "The University of Arizona" must be the first line of the return address.
- ▶ An official "University of Arizona" logo must be on the front of the mail piece. You also may choose to use a UA logo on the mail panel, but it is not mandatory. No other logos are permitted on the mail panel.
- ▶ Return address including PO Box and correct Zip or Zip+4 code is required.
- ▶ Return address must be typeset in all capital letters with no punctuation.
- ▶ No personal names are permitted in the return address.
- ▶ Artwork for postal permit **MUST** meet the following:
 - a. All upper case. No punctuation except where noted.
 - b. Line 1: NONPROFIT ORG (no hyphen and no periods)
 - c. Line 2: US POSTAGE PAID (no periods)
 - d. Line 3: TUCSON AZ (no comma)
 - e. Line 4: PERMIT NO. 190 (period after NO.)

PRSRT STD
US POSTAGE PAID
TUCSON AZ
PERMIT NO. 190

Presort Standard

- ▶ Presort Standard may be used for mailings that do not meet the requirements for Nonprofit mail.
- ▶ These may be cooperative mailings with other companies and organizations. They may have advertising and other logos within them.

PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
TUCSON AZ
PERMIT NO. 190

Presorted First Class

- ▶ This indicia may be used when First Class delivery service is desired in the U.S. only.
- ▶ Minimum quantity of 500 pieces.
- ▶ Mail must have barcodes to receive the presorted rate.
- ▶ Must be taken to the BMEU for review and acceptance at the Post Office
- ▶ If your mailpiece includes the words: invoice, statement, record or taxes, it must be mailed Presorted First Class.

Standard Mail Dimensions

The cost of FLAT size mail is approximately 40% more than LETTER size mail.

Flat Size

	Minimum	Maximum
Length	11.5"	15"
Height	6.125"	12"
Thickness	0.009	.75"

Maximum weight is less than 1 pound, 15.999 oz., per piece

Letter Size

	Minimum	Maximum
Length	5"	11.5"
Height	3.5"	6.125"
Thickness	0.009	.25"

Maximum weight for machinable letters is 3.3 ounces.

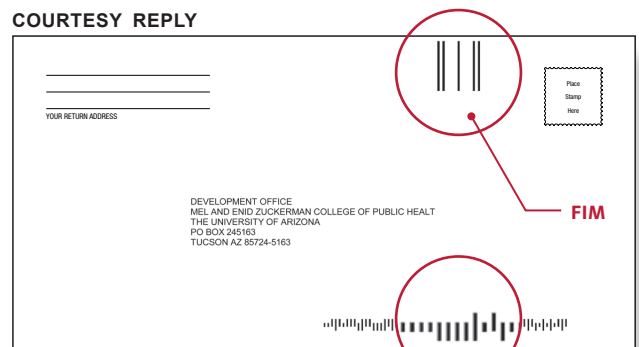
Business Reply and Courtesy Reply Envelopes

If your mail piece uses the Permit No. 190 indicia **AND** you are including a business reply or courtesy reply envelope for gifts or donations, the envelope must include the **Intelligent Mail Barcode and FIM**. They are available from the USPS.

The business reply permit number is 413 and the zip code will NOT be your normal zip code.

- ▶ For 1 oz. letters, specify zip: 85775-2101
- ▶ For postcards, specify zip: 85775-2103

Donation envelopes must use the following text on the "pay line":
 "Make check payable to The University of Arizona/Dept. or Center Name" **OR**
 "Make check payable to The University of Arizona Foundation/ Dept. or Center Name".



Intelligent Mail Barcode

Failure to comply with all Business Reply Permit guidelines may result in the loss of the UA permit or an increased postage cost for all UA permit users.

You must have your mail piece checked to make sure it qualifies for use of the nonprofit permit by contacting either the print vendor's mail piece design analyst or Manny Fung, 520-388-5197, Manny.Fung@usps.gov.

For a comprehensive guide to all USPS mailing requirements and postage rates, visit the USPS Postal Explorer: <http://pe.usps.gov>

Mail Services

- ▶ Questions? Call: 520-621-9514
- ▶ Our hours are 7:30 am - 4:00 pm M-F
- ▶ Please email a Printing Services Billing Form, https://pacs.arizona.edu/printing_services, to ksc1@email.arizona.edu, or mallan@email.arizona.edu

STATIONERY ORDERING

By contract, all University of Arizona letterhead, envelopes and business cards must be printed by West Press.

WHY USE THIS PROGRAM?

The University of Arizona logo represents us at the very highest level as a unique signature, identifier and stamp of quality. Likewise, our stationery package helps us establish and maintain an identity that is distinctive and recognizably ours while also being highly cost-efficient.

GENERAL INFORMATION

- ▶ Questions?
Call Printing Services:
Karen, 621-9514 or
Mauretta, 621-7306
*Not all orders can be created online.
Call above for help.*
- ▶ If you order stationery online, no additional paperwork is required.
- ▶ Stationery items ordered not using the online system require a **Printing Services Billing Form with quantity, account number and your physical delivery address**. Call 520-621-6478 or email: ksc1@email.arizona.edu
- ▶ The UA has a long-standing policy which bans the printing of individual names on official letterheads and envelopes.
- ▶ All letterhead, matching #10 envelope and business cards are printed on a bright white paper.
- ▶ The ink colors for stationery products are UA blue and UA red.

HOW TO ORDER STATIONERY

ONLINE: https://pacs.arizona.edu/printing_services

Tips

- ▶ Use Firefox, Chrome or Safari when placing an order to West Press.
- ▶ When placing multiple orders to West Press, do not transfer cart to Arizona Buyways, until all items have been ordered.
- ▶ Once an order is submitted to West Press, the order cannot be modified.

To place your order online

- 1 Login to UAccess Financials
- 2 Click on orders
- 3 Click on Shop Catalogs
- 4 From the Office/Computer section click on West Press
- 5 Click on Catalog of Products
- 6 Click on the product you want and look for the version you wish to order
- 7 Click on the customize button and fill in the form
- 8 Click on "Update"
- 9 Click on **Open PDF** and proof your order. You will not get a proof from the vendor.
- 10 Save a copy of the PDF you have proofed
- 11 Close view window button
- 12 For business cards only: Click on the Save Autofill Content and type in the name from the card and save
- 13 Select the **quantity** you want and click the Add to Cart button
- 14 Click on the Transfer Cart button
- 15 Click on Proceed to UAccess Financials
- 16 Everything with an Asterisk needs to be filled in
- 17 Fill in Description
- 18 Fill in Delivery information if needed
- 19 Under current items click on the dollar symbol under the word actions
- 20 Enter the accounting information and click on plus symbol
- 21 Click on calculate
- 22 Click on Submit
- 23 At the top right of the Requisition you can see the edoc number (*for future reference*) and the Requisition Doc Status. Make sure it has been approved by your financial approver. Once the job has been approved and your order has been placed at West Press, your order should be delivered in 7-10 days, unless you picked the rush option.