

# UA Print Supplier Program

Print ordering..... page 1  
 Mailing/Nonprofit permit..... page 2-3  
 Stationery ordering ..... page 4

*A graphic identity unifies an organization. It lets the world know we are working together and for the same goal. Along with the official UA logos, the stationery package helps us establish and maintain an identity that is distinctive and recognizably ours and is also highly cost-efficient for our institution.*

Official print-ready UA logos are available for download from [www.redbar.arizona.edu](http://www.redbar.arizona.edu)

## Please contact us if you need any help. UA

Printing Services  
 PO Box 210370  
 3740 E. 34th Street  
 Tucson, AZ 85721-0370  
 Fax: 520-626-8816  
 Karen Campasano 520-621-9514  
 Email: [ksc1@email.arizona.edu](mailto:ksc1@email.arizona.edu)  
 Mauretta Allan 520-621-7306  
 Email: [mallan@email.arizona.edu](mailto:mallan@email.arizona.edu)



BioCommunications, located at the Arizona Health Sciences Center, 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](mailto:ritae@email.arizona.edu)

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, fax a **Printing Services Billing Form** (*find it on the A-Z Index, [www.arizona.edu/az/e](http://www.arizona.edu/az/e), click eforms*) with the winning estimate to 520-621-6478 or email to [ksc1@email.arizona.edu](mailto:ksc1@email.arizona.edu), or [mallan@email.arizona.edu](mailto: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		Phoenix Vendors	
Allegra (Wilmot Rd.)	886-3119	AlphaGraphics (University Dr.)	602-968-7821
Allegra (Park/22nd St.)	468-7105	Century Graphics	602-271-4060
AlphaGraphics CPS	740-0911	Genveo	623-760-7340
AlphaGraphics (Grant Rd.)	881-1645	Courier Graphics	602-437-9700
Arizona Lithographers	622-7667	O’Neil Printing	602-258-7789
Commercial Printing	623-4775		
CP Graphics	722-0707	Other Vendors	
Quiet Graphics	326-8996	Publication Printers (Denver, CO)	303-936-0303
Spectrum Printing	571-1114	Office Depot	800-983-3376
West Press	624-4939		

# Bulk Mail Guidelines & Mailing Services

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

## 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 qualify 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

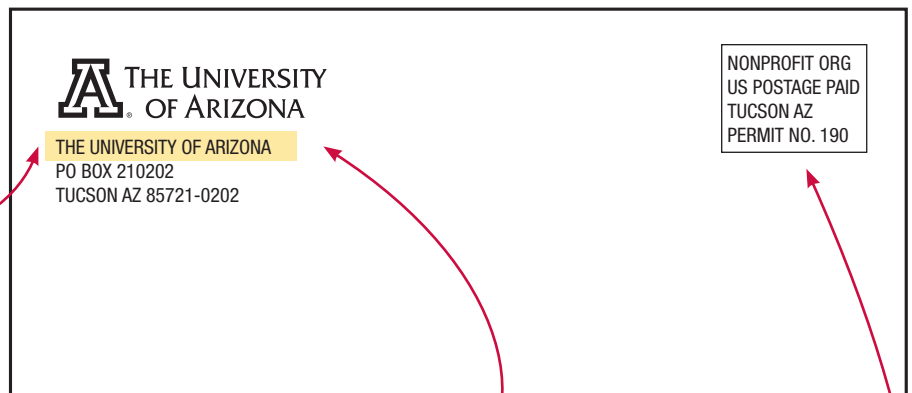
- Minimum quantity of 200 pieces or 50 lbs
- Do not use address labels.
- Maximum weight is 1 pound
- All pieces must be identical in size, weight and number of enclosures. Postcards must be cut to identical size.
- **Each piece must have a University return address and The University of Arizona must 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 Rosie Paradowski, 520-388-5197  
rosaura.c.paradowski@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.)

# Mailings using Permit No. 190 **MUST** use a vendor from the Print Supplier Program.

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.
- Mailing must contain 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 for Standard mail, less than 16 ounces.

### 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.

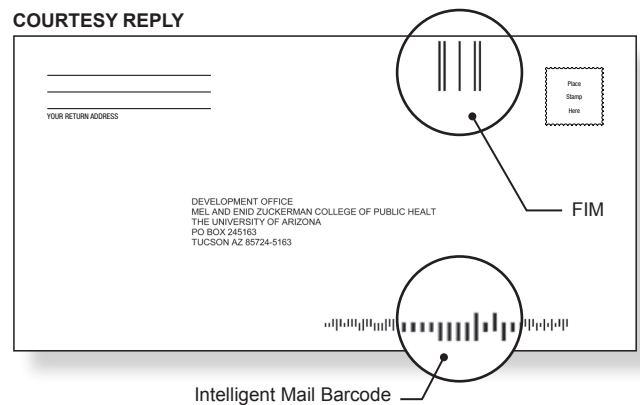
The business reply permit number is 413 and the zip code will NOT be your normal zip code.

- 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".

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 vendors mail piece design analyst or Rosie Paradowski, rosaura.c.paradowski@usps.gov, USPS mailing requirements technician, 520-388-5197.

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 fax a Printing Services Billing Form to 621-6478. You can find the form on the A-Z Index at [www.arizona.edu/az/e](http://www.arizona.edu/az/e), *click eforms*

## STATIONERY ORDERING

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

## GENERAL INFORMATION

- If you order stationery online, no additional paperwork is required.
- Stationery items ordered not using the online system require a **Printing Services Billing Form** (find it on the A-Z Index, [www.arizona.edu/az/e](http://www.arizona.edu/az/e), click eforms) Fax to 520-626-8816 or email to [ksc1@email.arizona.edu](mailto: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 recycled, natural white paper (cream colored).
- The ink colors for stationery products are UA blue and UA red.

For more information and to see samples, visit [www.pacs.arizona.edu/files/ua\\_stationery\\_Guide.pdf](http://www.pacs.arizona.edu/files/ua_stationery_Guide.pdf)

Current Items	
Item Line #	Item Type
<b>Item 1</b>	
1	QUANTITY TAXABLE
	<a href="#">show</a> Accounting Lines

# How to order your stationery

**ONLINE:** <https://financials.uaccess.arizona.edu/kfs-prd/portal.jsp>

## Tips

- To order online, please use one of the following Internet browsers: Firefox, Chrome, or Safari.
- Some items are not available online. Please call if you cannot find the item you are looking for.
- We recommend ordering one stationery item per cart.
- You are required to complete all fields marked with an asterick in UA Financials.
- An order cannot be modified after it is submitted in UA Financials.
- Please do NOT include any info in the “Notes” section. Contact Karen or Mauretta.

## To place your order online

1. Login to UAccess Financials
2. **Click** “Shop Catalogs”
3. **Click** “West Press”
4. Select “Catalog”
5. **Click** on product to order and complete the form
6. **Click** “Update”
7. **Click** “Open PDF” and proof your order
8. Save a copy of the PDF
9. Close view window
10. **Business Cards Only:** **Click** on “Save Autofill Content” and name your job.
11. **Click** “Save”
12. Scroll down to “Qty”, choose quantity and **click** “Add to Cart”
13. **Click** “Transfer Cart”
15. Proceed to UAccess Financials
16. Add a description
17. Complete delivery information: Go to “Final Delivery” section. You **must select** either “building not found” or “set as default building” before you enter an address in “Address 1”
18. **Click** on “show” for each item
19. Enter accounting information and total % applied to each account number.
20. **Click** on “Calculate”
21. **Click** on “submit”

**Please Proof:**  
 The .pdf you create is YOUR FINAL PROOF. Please **enlarge** and view it carefully and make any edits prior to placing your order.

Your order should be delivered in 7-10 days. **If you don't receive it, please call to check the status.**

**Please contact us if you need any help.**

UA Printing Services PO  
 Box 210370  
 3740 E 34th Street  
 Tucson, AZ  
 85721-0370

**Karen Campasano**  
 520-621-9514  
 Email: [ksc1@email.arizona.edu](mailto:ksc1@email.arizona.edu)

**Mauretta Allan**  
 520-621-7306  
 Email: [mallan@email.arizona.edu](mailto:mallan@email.arizona.edu)