



FLORIDA STATE UNIVERSITY
ON-CAMPUS PRINTING/MAILING SERVICES

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| Goods or Services: Copying, Printing and Mailing Services | On-Campus Provider |
| Department: FSU Printing and Mailing Services | Contact to Obtain Price Quotes |
| Campus Address: 800 W. Madison Street Tallahassee, FL 32306 | On-line Ordering Available? Yes http://printing.fsu.edu/ |
| Contact Name: Jennifer Bowers JLBowers@admin.fsu.edu | Phone: 850-694-0833 |
| Alternate Contact: Christopher May CMay@fsu.edu | Phone: 850-694-0882 |
| Accepts Visa? (Outsourced Contracts only) Interdepartmental Requisition (IDR) Internal billing | Fax: 850-644-0604 |
| E-Mail: printing@fsu.edu | Department Website: http://printing.fsu.edu/ |
| <p>How to order: Standard items: business cards, letterhead, envelopes, can be ordered on-line, with an IDR faxed into us for billing purposes. Custom jobs such as brochures, newsletters, self-mailers should be submitted for a price quote to us. Files can be transferred to us using the drop box utility link on the right hand side of our website. Job specification regarding the project requirements is necessary to provide a price quote and time frame before production starts. For a copy of the specification work sheet click here</p> | |
| <p>Notes: Full color copies or prints can be done either offset or digital output. There is a difference in price, quality, cost and time turn around. It is important that as much time as possible is allowed for the manufacturing process, but a lot of pre-planning up front can save you time and stress at the end of your project. Contact us early when you are aware of an upcoming event that will require printing or mailing services. Always use the Drop Box Utility when sending files to our department. This is an easy utility to use, it compresses the file and sends a notification to sender and recipient when file is picked up. Use the main email address of printing@fsu.edu as the file destination. This is a common mail box accessed by several members of our team.</p> | |
| SUMMARY SHEET #: | UPDATED: August 19, 2009 |