



Document and Publication Services

(309) 298-1917
www.wiu.edu/DPS



WESTERN
ILLINOIS
UNIVERSITY

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The DPS Team

Administration, Prepress & Preamail

Phyllis Plank, Director

Gina Colley, Assistant Director – Budget

Pam Mainland, Assistant Director – Production

Sean O'Donnell-Brown, Assistant Director – Technology

Meg Welsh, Customer Service Manager

Sandy Larimer, Publications Editor

Christine Hulbert, Editorial Writer

Natalie Adcock, Graphic Designer

Laura Caldwell, Graphic Designer

Tammy Carson, Graphic Designer

Shawna Sprinkle, Graphic Designer

Shanee Sullivan, Graphic Designer

Diny Burnell, Preamail Coordinator

Kim Sedgwick, Billing Specialist

Jean Kipling, Receptionist

Printing & Production

Mary Thomas, Digital Printing

Marc Vawter, Production Manager

Trent Sullivan, Press Operations

Marty Grzanich, Bindery

Mail

Kevin Hare, Mailing Service Coordinator

Richard Foster, Mailing Specialist

Roger Vizdal, Mailing Specialist

Theresa Waller, Mailing Specialist

Anthony Hendricks, Mailing Specialist

Robert King, Courier

Denise Sprinkle, Route Driver

Hours of Operation (Subject to change during holiday and academic breaks)

8:00 AM - 4:30 PM

Monday - Friday

Mission

The mission of Document and Publication Services (DPS) is to provide the highest quality publishing, printing, and distribution services—from concept to delivery—in the most cost-effective manner possible. DPS provides design, layout, editing, printing, production, premail preparation, distribution, and mailing services to the campus on a cost-recovery basis.

The DPS staff takes pride in providing high-quality, cost-effective services to the University community. If you have any questions regarding DPS policies or procedures as outlined in this guide, don't hesitate to contact us at 298-1917.

Ensuring Quality and Consistency

The *Visual Identity Guidelines* have been prepared and distributed to ensure the success of Western Illinois University's visual identity through consistency of use. The guidelines contain approved standard graphic elements of the Western Illinois University identity system.

All documents produced for Western Illinois University related to official University business to be distributed to the campus community or outside the University must adhere to the *Guidelines*. If projects that are deemed by the client to be camera-ready are given to DPS for printing and do not meet the criteria as outlined in the *Guidelines*, the client may pay DPS to perform the required corrections/revisions or make the required changes him- or herself and resubmit the project to DPS. DPS reserves the right to identify and correct violations of the *Guidelines* at any point in the pre- or post-press process. For example, if a violation is detected by DPS Mail personnel, DPS will intercede and delay the mailing until appropriate revisions are made. You may access the most current version of the *Visual Identity Guidelines* online at www.wiu.edu/DPS.

Business Card, Letterhead, Envelope, and Departmental Flat Sheet Procedures

Proofing Process

Proofs are provided in Adobe *Acrobat* (PDF) format via e-mail. (Hardcopy proofs and proof cards are available upon request for those who do not have e-mail access.) It is the client's responsibility to carefully review the proof and mark any necessary changes. Clients are provided with the option to sign off on a project as-is or with changes as indicated. A client's explicit approval (via e-mail or signature) is required before a project is printed; a client is charged for all reprinting that results from errors that were not discovered on an approved proof.

Business Cards

In order to obtain University business cards, a Business Card Order Form must be completed (See www.wiu.edu/DPS). When completing this form, please indicate whether the order is new, a reorder without changes, or a change order. Business cards must be ordered in multiples of 24. Graduate students must have the approval of their departments in order to request business cards.

Please allow 7 business days for delivery. For business card pricing information, visit www.wiu.edu/DPS, or see the listing on page 10.

Letterhead and Envelopes

In order to obtain University letterhead and envelopes, a Western Illinois University Letterhead and Envelope Order Form must be completed (See www.wiu.edu/DPS). When completing this form, please indicate whether the order is new, a reorder without changes, or a change order. You may be asked to include a sample or sample with changes. Allow 10 business days for your order to be completed.

For letterhead and envelope pricing information, visit www.wiu.edu/DPS, or see the listing on page 12.

Departmental Flat Sheets

In order to obtain University departmental flat sheets, a Departmental Flat Sheet Order Form must be completed (See www.wiu.edu/DPS). When completing this form, please indicate whether the order is a new order, a reorder without changes, or a change order.

Turn-around time is approximately 2 weeks for new flat sheets and up to 7 business days for reorders without changes.

For departmental flat sheet pricing information, visit www.wiu.edu/DPS, or see the listing on page 10.

Prepress Services

Design and Layout

Our design and layout team designs, formats, and re-creates a variety of product elements; maintains graphic standards; and builds awareness of and establishes identity for projects of all sizes. Examples include newsletters, brochures, scholarly journals, daily planners, and more.

DPS works closely with clients from concept to delivery to ensure quality and functionality, whether the clients have a specific idea in mind or need assistance generating ideas. DPS provides clients with estimates during initial project meetings.

Once a client has submitted documents to DPS for prepress services, the layout process begins. At that point, documents are placed into a layout program, and a DPS designer applies styles and formats text to meet project specifications. A DPS editor then reads the document for grammar, punctuation, and consistency, and the designer applies the editor's changes to the document. By this point in the process, many hours have been spent on the project.

If a client realizes that more changes need to be made after submission, the client is to send DPS *only the revisions* rather than a revised electronic file. Revisions can be submitted to DPS in the following ways: marked-up hard copy of document, typed revisions sent electronically, or revisions typed in a file on portable media (be sure to indicate placement of revisions in the document). Failure to adhere to this policy will result in higher service charges and postponed deadlines, as the designer will be required to reformat text, and the editor will be required to cross-reference the revised text with the original submission to determine how they are different.

Editing / Proofreading

Regardless of size, a paper copy of each project is proofed by a member of our professional editorial team. At the direction of our clients, we can either perform proofreading or extensive editing. Next, one of our designers makes the changes to an electronic copy. The editor follows by checking each change. A proof of the project is then sent to the client to either approve as-is or with changes as indicated.

Content Development

Our editorial writing staff can generate content for documents including brochures, articles, posters, and more. Staff can work from a rough outline or conduct research on a topic to generate information. Staff work directly with the client to determine the function of the document and then proceed to create a draft based on the discussion in the initial meeting.

Prepress Services

Prepress Timelines

When a prepress project is initiated, the client and DPS staff establish and agree upon the timelines for the project. Below is a sample timeline:

Project to DPS – 6/4/07

Proof Back to DPS – 6/22/07

Project to Design/Layout Team – 6/6/07

Project to Print – 6/26/07

Project to Editorial Team – 6/8/07

Delivery Date to Client/

Proof to Client – 6/15/07

Mail Date – 7/2/07

It is important that DPS receives all materials and specifications needed to complete a project by the “Project to DPS” date indicated in the timeline in order for the timeline to remain valid. As noted in the “Standard Production Timelines” section, “ASAP” is not an acceptable due date specification. When materials and/or specifications are received after that date, project timelines are adjusted.

Please note that there will be a charge for all prepress time utilized regardless of whether or not a project reaches completion.

Proof Process

Proofs of projects requiring design, layout, and/or editing are provided to clients after the prepress process. It is the client’s responsibility to carefully review the proof. After reading over the proof card thoroughly, clients need to sign off on the card and return it along with the proof to the DPS prepress staff member whose name appears on the card. Clients are given the option to sign off on the project as-is or with changes as indicated. A client’s signature is required before a project is printed.

DPS cannot be held responsible for errors not detected by the client on proofs. Substantive changes or delays extend the timeline and increase the cost of the project.

As indicated on our proof card, all proofs/designs and the electronic files used to create them are property of DPS and are to remain confidential. Nothing contained in a proof/design/file shall be deemed to give the recipient any rights in and to the proof/design/file. Proofs/designs/files are not to be manufactured, duplicated, distributed, sold, adapted, imitated, redesigned, or modified by the recipient. This policy is standard operating procedure within the printing industry.

Artwork

DPS retains electronic client artwork for quality assurance purposes and ease of locating prior jobs for reorders.

For new projects, please schedule an appointment with Pam Mainland or Phyllis Plank by calling 298-1917.

Printing, Production, and Bindery Services

Off-Campus Printing

DPS works with outside vendors for projects that need to be printed off-campus. Call to schedule a time to meet with Pam Mainland regarding such projects.

If you would like to reorder or place a new order for an off-campus printing job, visit www.wiu.edu/DPS to access the DPS Request for Printing Form. Once you have completed a form for a new job, schedule a meeting to discuss specifications with Pam Mainland.

Screen-printing services (e.g., mugs, pencils, pens, portfolios, shirts, etc.) are also available through outside vendors. Western Illinois University has strict policies regarding identity copyright. For copyright guidelines and procedures, please visit www.wiu.edu/trademark.

On-Campus Printing

DPS has up-to-date equipment, including a new press, which will bring greater savings to the campus community when ordering letterhead, envelopes, and other press-related items. Arrangements can be made to print directly to the equipment from any office by contacting Sean O'Donnell-Brown at 298-1917 for details.

DPS can print documents up to 17"×22" in-house and has a wide range of papers in stock in various weights, colors, and textures. Please allow an additional 2 to 3 weeks to order and receive specialty paper.

DPS offers production and bindery services, which include binders, laminating, trimming, perforating, scoring, numbering, punching and wrapping, folding, saddle stitching, coiling, and comb binding.

Standard Production Timelines

The production schedules described in this section serve as guidelines to assist in the planning of DPS projects. Delivery dates are dependent on the timely approval of customer proofs. Rush and custom services are offered based on production capability at the time of request, and surcharges may apply. The timelines listed in this section are approximate and dependent on specifications. Due dates must be specified when projects are initiated with DPS staff. "ASAP" is not an acceptable specification. In addition, a sample or a complete description of each project needs to be provided to DPS staff before timelines can be guaranteed. Please allow at least one business day for completion of all projects regardless of size and complexity. Please allow additional production time for high quantities or highly complex projects. It is absolutely imperative that DPS is notified as soon as possible about incoming projects.

Walk-Ins/Basic Printing/Copying/Low Quantity – up to 1 business day

Basic Printing/Duplication – up to 2 business days

Simple Printing and Bindery

Black & white; 5,000 copies or less; staple bindery – up to 5 business days

Complex Printing and Bindery

More than one color; 5,000 copies or more; complex bindery (collating, punching, coiling) – up to 10 business days

University Business Cards – up to 3 business days (does not include layout time)

University Letterhead and Envelopes – up to 10 business days (does not include layout time)

Departmental Flat Sheets

Reorder w/o Changes – up to 7 business days

Reorder w/ Changes or New Order – up to 14 business days (includes layout time)

Premail Services

Premail services include assistance in the design and addressing of automated (barcoded and presorted) mailings and preparation of the required U.S. Postal Service reports for such mailings. Pieces that can be addressed include self-mailers (either letter or flat design) up to 1/4" thick, envelopes ranging in size from 3"×5" to 12"×15", continuous feed and laser labels, and postcards. Additional items prepared and printed include certificates and invitations, personalized letters (large volume mailings of more than 200 pieces only), and accent color on envelopes. DPS Premail Services will also consider any piece not listed. Please contact us.

For mailing list downloads for student, prospective student, faculty and staff, administrative, or University databases, contact University Information Management Systems. For downloads for alumni databases, contact Alumni Programs. Once an order is initiated, contact Diny Burnell to notify her of the upcoming mailing.

DPS does not share or save downloads received from Western Illinois University's mainframe database sources once a job is completed. This policy guarantees that mailings always contain the most current address information available.

Automated Mail Preparation

All mailings will be processed as automated mailings whenever possible.

Automated mailings save you time, postage money, and undue stress. In preparation for automated mailings, DPS Premail Services . . .

- Checks for and removes duplicate addresses.
- Compares the submitted addresses to the U.S. Postal Service database and routinely submits addresses to the National Change of Address File.
- Standardizes the addresses according to the U.S. Postal Service regulations.
- Converts 5-digit zip codes to 11-digit zip codes.
- Manually reviews all addresses not found in the U.S. Postal Service databases with the goal of correcting errors in the original address submitted.
- Prepares U.S. Postal Service reports required for automated mail postage discounts.
- Sorts the addresses according to U.S. Postal Service presort requirements.

Project Procedures

The following information is required on a service request form for a premail job: contact name and phone number, submission date, department or organization name, account number, authorized signature for account, number of pieces in mailing (if this information is available), target mailing date, finished mail piece size (letter or flat), postage rate to be used, completed job delivery location.

See the Premail Price List at www.wiu.edu/DPS for the established charges.

Premail Services

Jobs can be delivered to DPS Preamail by e-mail, drop-off points, walk-in, or fax. Once a job is received, it is set up per the client's request and returned to the client for review and/or final approval if necessary as in the case of personalized letters. Once a client approves a job, DPS Preamail applies U.S. Postal Service address standards, including address verification, presort, and postal report production. Automated addresses are then printed. Any job sent to DPS Preamail is evaluated to determine what steps are necessary to meet the requirements and guidelines established by the University and/or the U.S. Postal Service. Charges reflect the premail steps applied to a particular job. At this time, the client is expected to supply letterhead and envelopes. For an additional charge, DPS folds and stuffs mailing envelopes that can then be delivered directly to DPS Mail.

Reply Envelopes

USPS may revoke a business reply mailer permit because of format errors, so it is imperative that University personnel follow the strict guidelines set by USPS.

According to USPS guidelines, business reply envelopes may only be used for their intended purposes. The delivery address on the business reply envelope may not be altered to redirect the mail piece to any address other than the one preprinted on the piece. Departments may mark on the mail piece as needed as long as (1) the marks are outside of the address block (to the left of the mailing address and above 5/8" from the bottom of the mail piece) and (2) the mailing address to which the envelope is being returned is not altered. Departments may request that specific information (such as account numbers) be printed on the first (attention) line of the mailing address at the time of printing. If you have any questions regarding existing envelopes or envelope alterations, please contact DPS Mail at 298-1917.

The University's Macomb campus has been assigned four extended zip codes that are to be used for business reply mailings sent through the United States Postal Service (USPS):

- 61455-9972 for letters weighing 1 ounce or less
- 61455-9960 for letters weighing more than 1 ounce
- 61455-9971 for postcards
- 61455-9984 for flats

Each 4-digit zip is intended for a particular type of business reply mail. These extended zip codes differ from 61455-1390, the zip code used on regular mail. In addition to the 4-digit zip code, three specific barcodes are precisely positioned on each business reply envelope to expedite delivery of the piece that indicate the exact destination of the mailing.

To order business reply envelopes, visit www.wiu.edu/DPS, and complete a Letterhead and Envelope Order Form.

Mail, Assembly, Packaging, and Shipping

Assembly and Packaging

DPS provides the following preparation and delivery services to the U.S. Postal Service building: bundling in trays or bags; sealing of envelopes; application of postal stickers; application of indicia; completion of postal statement; application of labels; insertion of material into envelopes; production of labels; disk or e-mail submission for inkjet labeling, tabbing, and sorting.

On-Campus Mail

Brown, interdepartmental envelopes should be used for on-campus mail. On-campus mail must be separated from off-campus mail.

Use your department name, not room number, in addresses (use room number for clarification only). If your campus mailing has more than 25 pieces, with more than one to any department, please use paper clips or rubber bands to separate. Residence hall mailings should be separated by halls.

Off-Campus Mail

University mail being sent off campus should be enclosed in white envelopes bearing a complete University return address. Include the name of the sending department. Mail should be separated as follows:

- Macomb mail
- Out-of-town mail
- Foreign and other “special treatment” mail

Arrange unsealed letters with one flap over the next. Extra-thick letters should be sealed. Manila envelopes should be addressed with the clasp on the right (clasped and/or sealed) side. In order for mail to be processed, a completed postage charge slip form must accompany all off-campus mail. Any first-class mailing of over 500 pieces and any other off-campus mailing (excluding international mailings) of 200 or more pieces will be sent automated. (See the “Automated Mail” section on page 9 for details.)

Purchase of Postage Stamps

The State of Illinois requires postage stamps and postcards purchased for official state business to be perforated with an “I.” DPS Mail maintains a supply of postage materials for University use. If you need to purchase a large supply of stamps or postcards, please request these prior to the date needed. Purchases of stamps and postcards from any source other than DPS Mail cannot be reimbursed to the department. In addition, faculty, staff, and students can purchase regular postage stamps in the DPS reception area.

Mail, Assembly, Packaging, and Shipping

Automated Mail

All qualified mailings will be processed as automated mailings. Mailings that would otherwise qualify for automation but which are not properly prepared for the automated mailing process, will be returned to the client for required modification.

Any first-class mailing of over 500 pieces and any other off-campus mailing (excluding international mailings) of 200 or more pieces will be sent automated.

An automated mailing is one that has been designed to travel easily and quickly through the mailstream using proper layout, printing, folding, and tabbing techniques. DPS Preamail has matched the addresses against the official USPS address database and standardized according to USPS regulations. Required USPS forms have been prepared certifying that the addresses have been checked in this manner. Prior to application to the mailing piece, the addresses are sorted according to USPS presort requirements for the particular type of mailing being used (e.g., first-class letter, card, or flat; standard profit or standard nonprofit letter or flat; or piece/pound).

You will save dramatically on postage costs by ensuring that your mail is designed to be “automation compatible” and by having your addresses certified and barcoded. Contact DPS Prepress for more information.

First-class automated mailings receive priority treatment, while standard (previously called bulk) automated mailings are processed as time permits.

USPS automation regulations should be followed as the mailer is developed. Call DPS Mail to obtain detailed booklets that describe proper design layouts for various types of mailings.

Take your sample copy to DPS Mail to be reviewed for conformance with USPS regulations. This is the time to determine (in consultation with DPS staff) the class of mail you will use and the profit or nonprofit status of the job. DPS Mail can provide the correct mailing indicia.

Arrange for your mailing list to be sent to DPS Preamail to be matched against the USPS master database and certified. Zip+4 and barcoding information will be applied, and the addresses will be presorted as required by automated mailings. Once these steps are completed, the addresses can be applied directly to self-mailers by DPS, used in a mail merge to prepare personalized letters.

DPS Price List

Prices subject to change without notice. See www.wiu.edu/DPS for current price listings.

Please contact DPS for high-volume discount estimates.

PRINT/COPY CHARGES						
Copies per Original	Black & White		Copies per Original	Full Color/Spot Color		
	8.5 x 11	8.5 x 14		8.5 x 11	8.5 x 14	11 x 17
		11 x 17				12 x 18
1-5	\$.15	\$.20	1-5	\$.55	\$.70	\$.75
6-99	.06	.10	6-24	.50	.65	.70
100-299	.05	.09	25-99	.45	.60	.65
300-999	.04	.07	100-299	.40	.55	.60
1,000-1,999	.03	.05	300-999	.35	.50	.55
2,000+	.025	.04	1,000-1,999	.30	.40	.45
			2,000-2,999	.25	.35	.40
			3,000-3,999	.20	.30	.35
			4,000-4,999	.15	.25	.30
			5,000+	.12	.20	.25
Please call for quotes for press printing projects.						

BINDERY CHARGES					
Number of Pages	1-150	151-250	251-350	351-499	500+
Comb	\$1.00	\$1.25	\$1.75	\$2.00	\$2.50
Coil	1.25	1.75	2.00	2.50	2.75
Staple (price each)	.01				
Punch/Wrap (Punch .10; Wrap .20)	.30				
Padding (includes chipboard - not printed)	.10				
Laminating	8.5x11 (1.00); 11x17 (1.50); 17x22 (2.00); 24x34 (4.00)				
Mounting	8.5x11 (1.50); 11x17 (3.00); 12x18 (3.00); 20x30 (6.00)				
Cutting (per cut)	.50				
Mailing Tabs (price each)	.01				
Number/Perforate/Score	\$.02 each + \$10.00 machine set-up				
Machine Fold/Collate (price per sheet)	.01				
Hand Fold/Collate (price per sheet)	.02				
Apply Labels (price each)	.07				

FLAT SHEETS		
Quantity	Price Per Sheet	
	Two-Sided 4-Color	4-Color Front/Black Back
less than 250	\$.60	\$.40
250 - 499	.50	.35
500 - 749	.45	.30
750 - 999	.40	.25
1,000 - 1,250	.35	.20
more than 1250	.30	.20

BUSINESS CARDS	
Quantity	2 Sided
24-120	\$.15 ea
144-504	.10 ea
528-1,008	.08 ea

BINDERS		
	Round	
	Angle D	
1 inch	\$4.00	\$5.50
2 inch	5.00	6.50
3 inch	6.00	7.50

MISCELLANEOUS CHARGES		
Quantity	Color	Black
CDs w/ Label (under 50)	\$4.50	\$3.50
CDs w/ Label (50 or more)	3.00	2.50
CD Label Only	.75	.40
Transparencies	1.50	.50
T-Shirt Transfers	3.00	2.00
CD Adhesive Holder	1.00	
CD Slimline Case	1.50	
Labels (88/Sheet)	1.50	
Labels (30/Sheet)	.75	
Sheet Protector (8.5 x 11)	.15	
Divider Tabs - printed	.20 each	
Name Tag Stock - printed	.15 per tag	
Incoming Faxes	.05/sheet	
Outgoing Faxes	.25/sheet, .25/min	

MAIL PREPARATION
See Mail Preparation Price List.

LETTERHEAD AND ENVELOPES
See Letterhead and Envelope Price List.

PAPER CHARGES					
Weight	Paper	8.5x11	8.5x14	11x17	12x18
20#	White	\$.01	\$.01	\$.02	
20#	Colors	.01	.01	.02	
20#	Brights	.02			
60#	Whites & Colors	.02	.03	.04	
60#	Brights	.02		.04	
70#	Whites & Colors	.02	.03	.04	
Special Paper					
24/60#	Watermarked-Letterhead	.04			
60#	Parchment	.03	.04	.06	
60/70#	Linen-White & Colors	.03	.04		
70#	Crushed Leaf White & Colors	.03	.04	.07	
80# t	Crushed Leaf Sparkle	.05		.10	
Special Papers - Color Machines					
24#	Laser-Navigator	.04	.06	.08	
28#	Laser - Technisource			.06	.07
80# t	Gloss Text - Brown Box			.08	.10
100# t	Ultra/Gloss Text - Sterling & Technisource	.05		.10	.15
80# c	Business Card Stock - Technisource			.15	.20
80# c	2 side Super Gl Ct Cv - Technisource			.15	.20
8 pt c	1 side Super Gl Ct Cv - Xerox			.20	.20
10 pt c	1 side Super Gl Ct Cv - Technisource			.25	.25
12 pt c	Laser High Gl Ct Cv - Xerox			.27	.27
Index					
75#	Reply Card Stock	.05		.10	
90#	Index - White & Colors	.05		.10	
110#	Index - White & Colors	.05		.10	
Cover Stock					
65#	White - Starbright	.05		.10	
65#	Regular & Bright Colors	.05		.10	
65#	Parchment/Linen	.08		.16	
80# c	Crushed Leaf White & Colors	.08		.16	
80# c	Crushed Leaf Sparkle	.10		.20	
NCR - Carbonless Paper					
All weights	price + padding @ \$1.00/1000 sheets	.03	.04		

ENVELOPES			
Number	1-100	101-499	500 +
A2 Baronial, 5 1/2 Baronial, 5 RSVP	.15	.14	.12
<i>The prices listed here do not reflect the cost of specialty or letterhead envelopes.</i>			

1. All requests for duplicating must be SIGNED by an authorized person. The account number of the department or organization must be included on the request form.
2. No copyrighted material will be duplicated without written permission.
3. Cash copying/printing may be done at DPS. Orders may be purchased with Western Plan points. A Western Illinois University ID is required before placing orders to be charged to an external account. There will be \$1.00 minimum charge for authorized external charging. Bills will be sent monthly by the Cashier's Office.
4. Funded and Non-Funded organizations must be authorized by the Cashier's Office and have a current authorization sheet on file to charge to an account.

For estimates or billing concerns, contact Kim Sedgwick, Billing Specialist, at 298-1917.

LETTERHEAD AND ENVELOPES

Set-Up and Plate Charges	There is a standard set-up charge of \$10 for all letterhead/envelope orders. A plate charge of \$2.50/10,000 will also be assessed for all orders (\$2.50/1-10,000; \$5.00/10,001-20,000, etc.)													
Quantity	250	500	1000	1500	2000	2500	3000	4000	5000	7500	10000	15000	20000	
LETTERHEAD	25	45	85	120	150	175	195	240	275	375	450	600	700	
Envelopes-#10 Purple Standard	20	35	60	75	80	88	102	128	150	210	250	345	400	
ENVELOPES	250		500		1000		2000		3000		4000		5000	
	B = Black						P = Purple							
Miscellaneous Sizes	B	P	B	P	B	P	B	P	B	P	B	P	B	P
4 Bar - 3 5/8" x 5 1/8"	35	40	65	75	120	140	220	260	300	360	360	440	400	500
5 Bar - 4 1/8" x 5 5/8"	35	40	65	75	120	140	220	260	300	360	360	440	400	500
5.5 Bar - 4 3/8" x 5 3/4"	35	40	65	75	120	140	220	260	300	360	360	440	400	500
A2 - 4 3/8" x 5 3/4"	38	43	70	80	130	150	240	280	330	390	400	480	450	550
6 Bar - 4 3/4" x 6 1/2"	38	43	70	80	130	150	240	280	330	390	400	480	450	550
A6 - 4 3/4" x 6 1/2"	38	43	70	80	130	150	240	280	330	390	400	480	450	550
A7 - 5 1/4" x 7 1/4"	40	45	75	85	140	160	260	300	360	420	440	520	500	600
A8 - 5 1/2" x 8 1/8"	40	45	75	85	140	160	260	300	360	420	440	520	500	600
A10 - 6" x 9 1/2"	40	45	75	85	140	160	260	300	360	420	440	520	500	600
#10 Window	-	25	-	45	-	80	-	140	-	180	-	200	-	200
#10 Custom Window	Call for price quote													
#9 Standard	20	-	35	-	60	-	100	-	135	-	160	-	175	-
#9 Business Reply	20	-	35	-	60	-	100	-	135	-	160	-	175	-
#9 Courtesy Reply	20	-	35	-	60	-	100	-	135	-	160	-	175	-
6" x 9"	25	38	45	70	80	130	140	240	180	300	200	360	225	400
9" x 12"	38	45	70	85	130	160	240	300	330	420	400	520	450	600
10" x 13"	40	48	75	90	140	170	260	320	360	450	440	560	500	650
6.75" Remittance	75	88	125	150	200	250	300	400	300	450	360	560	400	650
9.5" x 12.5"	75	88	125	150	200	250	300	400	300	450	360	560	400	650
5.5" x 8.25"	75	88	125	150	200	250	300	400	300	450	360	560	400	650
6.5" x 9.5"	75	88	125	150	200	250	300	400	300	450	360	560	400	650

Mail Preparation Price List

Address Verification (Includes NCOA, CASS Reports, Presort to Postal Standards)	\$0.03 (Per Address Charge)
Letter Setup (Per Address Charge)	\$10.00
Letter Setup (Per Address Charge; includes upper to mixed conversion, cleanup, salutation creation, proofing, merge field setup and test)	\$0.04
Print Letters Inkjet Addresses Directly on the Mail Piece (envelopes, postcards, self-mailers)	\$0.03 (Per Side Printed)

Envelope Setup (Only empty envelopes can be printed by color inkjet.)

Pitney	\$10.00
InkJet - B&W Delivery Address	\$0.02 (Per Address Charge)
Return Address	\$0.02 (Per Address Charge)
Mailing Indicia	\$0.02 (Per Address Charge)
Message - B&W	\$0.02 (Per Address Charge)
Message - Color	\$0.04 (Per Address Charge)
The size limits of the mail pieces are 14 inches high and 1/4 inch thick. Empty envelopes and pre-folded/tabbed self-mailers are preferred.	
Envelope InkJet - Color Setup	\$5.00
Delivery Address	\$0.04 (Per Address Charge)
Return Address	\$0.04 (Per Address Charge)
University Logo	\$0.04 (Per Address Charge)
Mailing Indicia (B&W only)	\$0.02 (Per Address Charge)
Message	\$0.04 (Per Address Charge)
Labels (Stock included in price) Setup	\$5.00
Barcoded Delivery Address	\$0.02 (Per Address Charge)

Additional Services

Scan in Signature	\$5.00
Hand Fold	\$0.02 (Per Address Charge)
Matching Envelope to Letter	\$0.02 (Per Address Charge)
Inserting	\$0.02 (Per Piece Charge)

"Finesse" Addresses for Use by DPS

If nothing but formatting required	\$0.01 (Per Address Charge)
If additional checking/modification required	\$0.05 (Per Address Charge)

University Copier Program

Overview

DPS provides copiers to departments on a per-copy basis; a department pays only for the copies that it makes. Optional features are offered for additional charges. DPS installs a copier model for a department based upon the volume of copying that the department reasonably expects to do annually and upon the optional features and accessories that it selects. Departments should, on average, expect to make copies within the following monthly volume ranges, based on the level of copier installed:

- Level 1: 500 - 1,500
- Level 2: 1,500 - 3,000
- Level 3: 3,000 - 5,000
- Level 4: 5,000 - 15,000
- Level 5: 15,000+

DPS performs monthly meter readings for each program copier and bills departments electronically for their copier usage. The per-copy charge includes use of the copier, training, parts, service, maintenance, toner, and other consumables with the exception of paper and transparency stock (and staples, if applicable).

DPS assists departments in establishing encumbrances from which copier expenses are paid. Each department should monitor the balance of its copier program encumbrance throughout the fiscal year and should contact Business Services at 298-1811 about encumbrance issues.

Each department should maintain a small supply of toner (and perhaps other consumables) near its copier. Please call DPS at 298-1917 to have additional toner delivered to your department at no additional charge.

Digital Copy Systems provides initial and follow-up training, as needed, and also performs periodic preventative maintenance on every program copier. Department personnel should call Digital Copy Systems at 837-1500 if they experience technical problems with a program copier.

Obtaining a Departmental Copier

Departments should contact DPS immediately to initiate the process of obtaining a copier under the University Copier Program if any of the following applies:

- **Expiring Equipment Contract:** The department will replace a copier that it uses under an existing copier equipment contract (e.g., rental contract) that expires in the next 60-90 days.

University Copier Program

- **Owned Copier:** The department owns a copier that it would like to replace in the next 60-90 days.
- **Additional Copier:** The department would like to obtain an additional copier in the next 60-90 days.

In addition to information about department contact(s) and copier location(s), DPS will need information about annual and/or monthly usage for any copier that a department will replace. Please contact Sean O'Donnell-Brown at S-ODonnell-Brown@wiu.edu for more information.

The following are *not* subject to the requirements of the University Copier Program:

- New or renewing maintenance or service contracts for copiers described below
- A copier used by the department under a continuing equipment contract
- A copier currently owned by a department
- A copier obtained via the purchase option of an existing copier equipment contract

Upon ordering a copier through the program, departments should arrange with their previous copier vendors to return rented, nonprogram copiers (vendors prefer or may even require 30 days notice). Department personnel should contact Property Accounting and Redistribution at 298-3118 to learn about options for handling owned, nonprogram copiers.

Deliveries and Drop-Off Points

DPS offers convenient delivery service at no additional cost. Each day, deliveries are made in the morning and the afternoon, and special arrangements can be made when deadlines are pressing. Deliveries are made to buildings throughout campus as well as to our off-campus clients.

Drop-off points for print projects are also located in most of the main buildings on campus for the convenience of DPS clients. Each building has a designated DPS drop-off coordinator (DOC), who ensures that the proper paperwork is completed for “quick print” jobs. Clients may leave the job with the DOC, and DPS delivery and pick-up staff will retrieve it. Completed projects will then be delivered directly to the client who initiated the job.

Do not use campus mail to send projects to DOCs. Projects must be hand delivered to a drop-off point or a DPS office along with the required paperwork.

See the listing below to find the DPS drop-off point nearest you.

Building	Room #	Drop-Off Coordinator (DOC)	Phone #
Browne Hall	122	Yvonne Oliver	298-1087
Currens Hall	400	Paula Stull	298-1967
Gwendolyn Brooks			
Cultural Center	208	Cheryl Nelson	298-2220
Horrabin Hall	COEHS Dean's Office, 117	Nancy Still	298-1520
Sallee Hall	221	Terri Coplan	298-1507
Rec Center	Front Desk	Julie Terstriep	298-2773
Seal Hall	UHDS Main	Jack Schoonover	298-3320
Sherman Hall	105	Letisha Paul	298-1971, ext. 105
Stipes Hall	CBT Dean's Office, 101	Margie Carle	298-2442
University Union	Union Service Center	Jean Crossman	298-1254

Higher Values in Higher Education

Academic Excellence
Educational Opportunity
Personal Growth
Social Responsibility

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