



University of Houston Clear Lake

Business
Operations

Print Support Services

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Updated 03-24-22

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WHY USE IN-HOUSE PRINT SERVICES?

- One-Stop Shopping
 - You can use printing department cost center
- Vendor Management
 - Ensuring consistent quality!
- Meeting branding standards
 - We handle that for you!
- Rush orders
 - We expedite whenever possible!
- Personal service & delivery
 - Right to your door!
- Cost effectiveness
 - We send Promotional Items out for bid to get you the best price!

WE PROVIDE...

Assorted printing:

- Business Cards
- Letterhead and Envelopes
- Copies (color and black & White)
- Invitations
- Brochures, Booklets
- Flyers
- Posters
- Table Tents
- Certificates
- Course Materials

Broad Array of Promotional items:

- Apparel
 - Shirts- Long Sleeve, Polo, T-Shirts, Jackets, Sweaters, Hats, Aprons, Celluloid Buttons
- Plaques, Awards, Emblems, Medals, Medallions, Pins, Paperweights
- Bags
 - Laptop, Reusable Tote Bags, Plastic Bags, String Back Packs, Lunch Kits, Fanny Pack, Pencil Bags
- Table Cloths, Table Runners and Canopy Tents

- Cups
 - Stadium Cups, Tumblers, Water Bottles, Coffee Mugs, Coasters—for car or desk
- Writing Instruments
 - Pens, Pencils, Highlighters, Crayons, Erasers
- Padfolios, Notebooks, Journals, Post- It Notes, Bookmarks, Pennants
- Automotive
 - Keychains, Antenna Balls, Air Fresheners, Auto Shades, Bumper Stickers, First Aid, Gauges
- Food Related
 - Mints, Chocolates, Candy, Popcorn, Cookies, Cocoa, Coffee, Candy Jars, Napkins, Soup Bowls, Chip Clips, Cutting Boards, Cozies, Food Containers
- Safety Related
 - Flash Light, Whistle, Carabiner, Paracord Bracelet, Glow Stick
- Christmas Ornaments
- Fun & Games
 - Stress Relievers, Fidget Toys, Board Games, Inflatables, Puzzles, Stuffed Animals, Tattoos, Silicone Bracelet
- Sports & Outdoors
 - Blankets, Cooling Towels, Towels, Camping, Cushions, Fishing, Fitness, Radios, Umbrellas, Waterproof Phone Pouch
- Tools & Hardware
 - Gardening, Knives, Lighter, Measuring Devices, Thermometers, Tool Kits
- Certificate/Diploma Holders
- Name Badges
- Electronics
 - Pop Sockets, USBs/Flash Drives, Cell Phone Selfie Ring Light, Cable/Cords, Power Banks, Keyboard Brushes, Mouse Pads, Earbuds, Speakers
- Health Care
 - Chapstick, Masks, Hand Sanitizer, Lint Brush, First Aid Kits, Sunglasses, Sunscreen, Toiletries, Travel Kits
- Lanyards, Badge Holders, Badge Reels, Luggage Tags

PROCESS

For Printing — *Please Plan Ahead!*

- Print Support Services
 - [Complete IDT form](#)
- Send to colorprint@uhcl.edu
- Crystal will get your order produced and delivered.

For Promotional Items — *Please Plan Ahead!*

- Planning Order
 - Find items at promoplace.com/UHCL
 - Send email with link of item requested to: colorprint@uhcl.edu
 - One to two days to receive quotes from General Support Services
 - Client provides cost center, two signatures, benefit statement
- Production
 - Three approval steps Required
 - Client - one day to approve
 - Branding - one day to approve
 - Affinity - five to seven days to license
- After all approvals above received
 - Estimated 10 to 13 business days, plus transit

TYPICAL COSTS

Print Examples

- Business cards- (250 = \$70.00, 500= \$80.00, 1,000 = \$90.00)
- Poster (24 x 36 = \$35.00 non-laminated, \$43.00 Laminated)
- Letterhead (500 sheets = \$279.00—in three-color)

Promotion Examples

- Every promotional job is a custom order, so it would depend on quantity, how many colors the item imprints, how many sides the item imprints, shipping rates, etc.
- Please call us for a rough estimate.

CONTACTS

Debra Carpenter

- Email - carpenter@uhcl.edu
- Office - 281-283-2152

Crystal Doherty

- Email - dohertyc@uhcl.edu or Colorprint@uhcl.edu
- Office - 281-283-2220

When ordering, please use a separate email for each order.