



WE'RE HERE TO HELP

Location: **Frick Center – Lower-Level**

Hours: **Mon–Fri, 8:00am – 5:00pm**

Email: **mailroom@elmhurst.edu**

Phone: **630-617-3126**

CANON TEAM

Robert Moore, **Mailroom Manager**

Syed Sharief, **Service Specialist**

**We look forward to
supporting you!**



GO BLUE JAYS!



ELMHURST FACULTY & STAFF CAMPUS PRINT/MAIL REFERENCE GUIDE

Welcome!

Your on-campus resource for mail, shipping, and printing — in the lower level of the Frick Center. **Canon Business Process Services** is proud to support **Elmhurst University** students, faculty, and staff.



DAILY MAIL OPERATIONS

All incoming USPS mail and packages are sorted and delivered daily. A signature is obtained when delivering packages to staff. Outgoing mail is picked up during scheduled mail runs at 11:00 a.m. and 2:00 p.m.

SHIPPING SERVICES

- Outgoing packages are sent via UPS and USPS
 - Email shipping details to create UPS labels and USPS Postage
 - All shipments and outgoing mail require a GL code
 - Personal packages require a prepaid shipping label
 - All USPS mail dropped off at the mail center by 4:00 p.m. will be processed the same day.
- Contact the mailroom for assistance with large mailings or special delivery instructions.



WE HANDLE:

PRINTING AND PAPER OPTIONS

- Black & White and Color Printing
- White 20 lb. and Cover Stock (White or Color)
- Envelopes (#10, Unlined, Coated, and Tyvek)
- Notepads
- Flyers
- Brochures
- Booklets
- Postcards

FINISHING SERVICES

- Folding / Collating / Stapling
- Cutting / Bleed
- Padding
- Hole Punching
- GBC Binding
- Lamination



HOW TO SUBMIT

- Use the Central Printing Portal
- Include attachments, specs, turnaround time, and GL #
- Proof available upon request
- All jobs are first come, first served. Advance notice is recommended.

*For services not listed, contact Mailroom staff at ext. 3126 to discuss options and timelines.