

## **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!



# 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.





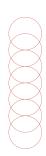


#### **DAILY MAIL OPERATIONS**

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 <u>Central Printing Portal</u>
- 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.





