

**MARYWOOD UNIVERSITY
MAILING AND PRINTING SERVICES**

SPRINT PRINT OUTSOURCING PROCEDURES

Marywood University has an agreement with Sprint Print for all black and white and color copying, one and two-color offset printing, and bindery services. Mailing services, desktop publishing and variable data printing are also available through this agreement. Since excellent, discounted pricing on all jobs is available through this agreement, all employees are required to use these services for all orders over 20 copies of a single page that are charged to University budgets.

Copyrighted Materials, such as magazine articles, chapters from books, music, photographs, art work, etc., should not be sent to Sprint Print unless Marywood University owns the copyright or has written permission to reproduce the work.

Publications that may be viewed by external constituencies, such as, departmental brochures, catalogs, newsletters, postcards, invitations, posters, and ads should be channeled through Marywood's Publications Office for editing, design, production control, and cost efficiency regardless of the origin of the publication or the department to which it is being charged.

Jobs that do not have to be channeled through the Publications Office can be sent to Sprint Print by either of the following options:

OPTION 1—JOBS BROUGHT TO MARYWOOD MAILING & PRINTING CENTER

1. Complete a *Marywood University Printing* form. This form, which must be signed by the person authorized to charge to the particular budget, is available on the Marywood Website. Take a hard copy, CD or disk of what is to be printed or copied and the completed, signed form to the Marywood Mailing and Printing Center. The Coordinator of Mailing and Printing Services will be available to assist you and to answer questions.
2. Orders will be picked up by Sprint Print each day between noon and 2 p.m.

This option must be used to order letterhead and business cards. These should not be ordered electronically.

OPTION 2—ELECTRONIC SUBMISSION

Jaws PDF Courier software can be downloaded to your computer. This software will convert any computer file to a PDF file so you can edit the file and submit the job to Sprint Print for copying/printing. This is the fastest and easiest way to submit jobs to Sprint Print.

If you would like to have the Jaws PDF Courier downloaded on a computer in your department so you can take advantage of this option, please obtain an *Authorization to Install Jaws PDF Courier* form from the Coordinator of the Mailing and Printing Services. Once the authorization has been signed and the software downloaded, orders can be submitted directly to Sprint Print as follows:

1. Open file from any application (Word, Excel, etc.).
2. Click **FILE**
Click **PRINT**
PRINTER-next to Name scroll down and select Sprint Print
Click **OK**
3. **CREATE PDF FILE**
Click **SAVE**
4. **JAWS PDF COURIER**
Click **PREVIEW**—Proofread file that has been converted to PDF file.
Close document out by clicking on X.
5. If document is OK, exactly as you want it printed, click **SUBMIT**.
If document is not OK, click **CANCEL**. Go back into the original file and edit the document.
6. **Thank You for Using Jaws PDF Courier** screen will appear.
IS THE JOB READY TO PRINT?
If **YES**, verify Log In, then select a form where it says Select a Form. The options are Black and White Copies, Color Copies, Default, Full Color Printing, Printing, and Quick Order Form.
If **NO**, the proof is incorrect, please cancel the job.
7. **PLACE AN ORDER**—Complete the order form:
PROJECT NAME—verify
QUANTITY
PROJECT DETAILS—Any information not provided elsewhere on order
PAPER STOCK—Select one. The stock is listed by category, Copy Paper; Brochure or Mailer Paper; Neon Colors; Cover/Postcard Paper; Neon Colors Cover; 80# Accent Opaque-White; 110# Index-miscellaneous colors; and Other (Describe in Project Details).
PRINT SIDES—Select One by scrolling down for options
FINISHED SIZE (flat, unfolded)—Select one by scrolling for options
BINDERY SERVICES—Check all that apply
PROJECT DETAILS—Any additional information not contained elsewhere
BUDGET/DEPT# (7 digit)—Account number to which job is to be charged
PURCHASE ORDER #—To be assigned by Marywood Center for Mailing and Printing Services when summary of order is received and approved

SECURED DOCUMENT/TEST—Both should be checked if test
DUE DATE

When completed, click **ADD TO CART**

8. ORDER CONFIRMATION

An e-mail message from William D. Stevens summarizing the details of the order is sent to the person who placed the order and to the Coordinator of Mailing and Printing Services at the Marywood Center for Mailing and Printing Services. He will review the order, assign a purchase order number, approve the order, and submit it to Sprint Print. He will retain two copies of this Order Confirmation to be used as the purchase order.

Completed orders along with copies of purchase orders or order confirmations and invoices will be delivered by Sprint Print to the Marywood Center for Mailing and Printing Services as follows:

- a. Copying jobs—24 hours
- b. Printing 1 & 2 color—3 – 5 days
- c. Printing 3 & 4 color—5 – 7 days

After checking the order the invoice will be stamped **APPROVED FOR PAYMENT**. One copy of the Sprint Print Purchase Order or Order Confirmation will be stapled to the invoice and forwarded to Accounts Payable for payment.

OTHER SERVICES

PAPER FOR COPIERS

To order copier paper the copier contact person should send an e mail to copypaper@marywood.edu specifying the room number and building, number of cases and name of contact person. The paper will be ordered, charged to the Copier Budget and delivered to the department by the paper vendor (currently Office Max Solutions). Please do not call the Print Shop for paper for the copiers. Departments should order their own paper for laser printers directly from Office Max Solutions using their assigned pin numbers. That paper will be charged to the department budget.

ENVELOPES

To order envelopes, take completed, signed yellow *Inter-Department Charge Requisition* to the Mailing and Printing Center.

COPY CARDS

To purchase new copy cards or to add copies to current cards, take completed, signed yellow *Inter-Department Charge Requisition* to the Center for Mailing and Printing Services.