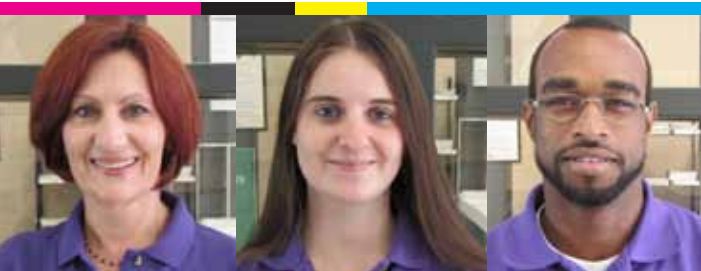


Pricing

B&W copy/print (20# Letter)	\$.04
Color copy/print (28# Letter)	\$.20
Stamps	\$.44
Comb/coil bind w/covers	\$1.25
Faxes (per page)	\$.05
Nametag (w/pin)	\$3
Nametag (w/magnet)	\$4
Temporary nametag	\$1
Poster printing	Call
Foam core mounting	Call
Menu printing	Call
Brochure printing	Call
Lamination	Call
2/3/4-part forms	Call
Padding	Call
Scan to file (per page)	\$.05
Tabs	\$.15
Tabs (Mylar)	\$.25

Any other items can be quoted by calling Printing & Mailing Services at 980-598-1650.

Staff



Emina Smailagic

Manager of Printing & Mailing Services
980-598-1655 office | 704-953-5433 cell

Jessica Hamilton

Services Specialist
980-598-1657

Antonio Mungo

Services Specialist
980-598-1656

Quality Commitment

We resolve to provide qualitative and quantitative solutions that best fit your requirements. We are committed to your total satisfaction, and will measure our service levels through the use of surveys as well as the solicitation of feedback by our manager. Continual input from you will permit us to improve our operation and consistently exceed your expectations.



JOHNSON & WALES
UNIVERSITY

CHARLOTTE CAMPUS

Printing & Mailing Services **Johnson & Wales University Charlotte**

801 West Trade Street
Charlotte, NC 28202

Office: 980-598-1650 | Fax: 980-598-1652
print.clt@jwu.edu
www.jwu.edu/charlotte/printing

Office Location:

Academic Center 3rd Floor, Suite 320



JOHNSON & WALES
UNIVERSITY

CHARLOTTE CAMPUS

Printing & Mailing Services



Copies, Prints, Finishing, Faxes,
Stamps, Packing, Shipping,
Supplies, Nametags, Posters,
Presentations, Binding



Introduction

The Department of Printing & Mailing Services, managed by IKON, offers a full suite of copying/printing, finishing, mailing, and office services at JWU Charlotte. Our qualified staff is eager to answer any questions you may have and assist with your projects. Please feel free to contact us. We welcome the opportunity to help you with your needs.

IKON Office Solutions Inc., a Ricoh company, is a leading provider of innovative document management systems and services, enabling customers to improve document workflow and increase efficiency. IKON integrates copiers, printers and MFP technologies, and document management software and systems, to deliver tailored, high-value solutions, implemented and supported by its team of services professionals.

IKON leverages the manufacturing and engineering expertise of Ricoh, a more than \$20 billion global technology innovator, with the experience and reach of its locally based sales and services teams, to provide end-to-end solutions and one of the industry's broadest portfolios of document management services, including on-site and off-site managed services, technical service and support, and customized workflow design and implementation.

IKON integrates and applies industry-leading expertise and innovative technology to help companies meet today's complex document workflow demands and prepare them for tomorrow's challenges. IKON provides customized, scalable solutions that streamline every phase of the document lifecycle — from input to output, as well as distribution, storage and retrieval.

Location and Hours of Operation

Printing & Mailing Services is located in the Academic Center on the 3rd floor, Suite 320.

Our hours of operation are:

MONDAY-FRIDAY 7 a.m.–4:30 p.m.

In the event that services are required beyond our normal hours, arrangements and requests should be made through our manager. Requests for overtime service should be made with as much advance notice as possible.



Copying/Printing & Finishing Services

We provide a full range of high-quality copying/printing and finishing services including

- Black & white copying and printing
- Color copying and printing
- Sign/brochure printing
- Oversize/poster printing
- Binding
- Collating
- Cutting
- Folding
- Labeling
- Laminating
- Mounting
- Padding
- Stapling
- Tabbing
- Color and specialty papers
- Document and photo scanning
- Faxing
- Student nametags

Mailing Services

We provide packing, shipping, sorting and delivery services for mail and packages. This includes

- Campus mail
- Hand deliveries
- U.S. Postal Service
- Express, Priority and Ground (FedEx and UPS)
- International Shipping (DHL)

All outgoing mail/packages must be received by 4 p.m. for same-day processing. If services are required beyond this standard schedule, please let us know as soon as possible.

We provide a full range of packing and postal supplies including

- Boxes
- Envelopes
- Wrap
- Stamps

Office Services

In addition to the services provided onsite at Printing & Mailing Services, we also manage the following office services throughout campus

- Printer fleet maintenance and supplies
- Multi-Function Device (MFD) maintenance and supplies (print, copy, fax, scan, staple)
- Employee nametags
- Shredding
- IKON TRAC
- Management reporting

