SACRAMENTO STATE REPROGRAPHICS and MAIL SERVICES

www.csus.edu/repro
www.csus.edu/mail
278-6198 Reprographics
278-6783 Mail

“An investment in knowledge always pays the best interest.”
How to Find US

We Are Located…

- In the Facilities Services Building in the northeast corner of campus
Ordering, Sending In & Paying for Your Reprographics Work

- Reprographics Work Order
  - Jobs on paper or electronically
- Twenty-one (21) pickup points around campus
- Campus Mail - 6115
- Consultation with a Reprographics Professional
- Charge back to your department
- Speedtype (8-digit)
- Payment through Student Financial Services (SFSC in Lassen Hall)
WE OFFER FORMS

Please use the “CSUS Forms Requisition” to order.

(*Except boxed forms and pads, there is a minimum order of 10 per form.)

- **Form Name**  | **Priced per set of 10**
- Add Permit       | $1.50
- Add/Drop Permit | $1.50
- Budget Transfer Request | $1.40
- Check Out Clearance Form | $.45
- CSUS Forms Requisition | $1.50
- Course Change Card | $.80
- Course Change Proposal | $3.00
- Employee Appointment Form | $4.00
- Employment of a Sub | $2.40
- Equipment Material Checkout | $1.50
- Facilities Management Work Order | $1.00
- **Intra-campus Envelopes** | $30.00/box of 500
- Key Issue Request | $1.60
- **Mailing Labels** | $.70
- Part Time Faculty Check-Out | $2.20
- Reprographics Work Order | $2.50
- Returned Stock Report | $2.60
- **Routing Slips (100 slips/pad)** | $2.00/pad
- Space Reservation | $1.90
- Special Consultant Agreement | $2.90
- Special Consultant Timesheet | $2.10
- Student Performance Report | $1.80
- Special Problems Petition | $1.80
Reprographics Services

- Black Copying
  - White Paper
  - Color Paper
  - Text/Cover/Bond/Offset
  - Tests, syllabi, class handouts

- Color Copying
  - Up to 12” x 18”
  - Same Stocks PLUS Gloss & Dull – coated
  - Full color as well as spot color
Reprographics Services

- Printing
  - Departmental Stationary to Full-Color Brochures and Posters
  - Any Quantity, Any Size, Any Paper
  - Bindery: folding, cutting, drilling, stapling, collating, etc.
  - Pickup and Delivery Services Twice Daily
  - Contracted Design Services to Supplement University Resources

★ Contact Reprographics/Mail Services at the Start of Your Project to Coordinate Deadlines and Get Estimates ★
Mail Services

- Delivers to 144 Departments Twice Daily
- Provides a Daily Courier Service to Downtown Auxiliaries as well as the Controller’s Office on C Street
- Processes Over 3.75 Million Pieces of Outgoing Mail Yearly and Over 5.6 Million Pieces of Incoming Mail, Including Inter-campus.
- Sends out nearly 5000 packages a year.
University Mail Stops

- 144 Unique Mail Stops
- 4-digit extension to the zip code (commonly known as zip +4)
- All begin with the number “6”
- External as well as Internal customers
- Ex: Sacramento, CA 95819 – 6113
  or 6113 – Mail Services
  or 6115 – Michael Kalstein
- Manila Envelopes for on-campus mail
Mail Services….

- Provides Lettershop Services to the Campus:
  - Addressing of Mail Pieces
  - List Cleaning and Certification
    - this includes elimination of duplicate addresses as well as confirmation of valid delivery addresses
  - Barcoding for Mail Automation
  - Inserting of Pieces into Envelopes
  - Tabbing (single or double)
  - Delivery to the Post Office with Proper Paperwork
The Future

- Short run color work
  - 5,000 or less, full-color, two sides
- Variable Data Printing
  - Versioning
  - Personalized by name, pictures, data
- Data Management
- Archiving
Key Players and Contact Information

- Michael Kalstein, Reprographics & Mail Manager
- Laura Sorrentino, Production Coordinator
- Rich Filson, Mail Supervisor
- Gabriele Menhorn-Wildanger, Office Manager
- Karen Salatti, Front Desk/Customer Service

E-Mail
reprographics@csus.edu
mail_services@csus.edu
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“Never leave that till tomorrow which you can do today.”