



SACRAMENTO
STATE

University Print Student Orders

Redefine the Possible™

UPM is now taking Student Orders

Some of the items we can print for classes, campus clubs and events:

- Large format posters for presentations and events
- Color Copies and Flyers
- Black and White Copies
- Brochures
- Coil-bound and saddle-stitched booklets
- Business Cards (for class assignments)
- Lamination Services

First step is to create a Print Shop Pro student account.

Starting at the University Print and Mail Homepage,

(<https://www.csus.edu/administration-business-affairs/university-print-mail/>)

students should click on one of the two Student Print Orders links. They will be taken to a page with a link to register and helpful tips on how to register and place orders.

Administration & Business Affairs ► University Print & Mail

NOTICE: USPS International Mail Service Disruptions Due to COVID-19

Student Print Orders

About University Print & Mail

University Print and Mail is your one-stop shop for your printing and mailing needs. We proactively anticipate campus needs; develop and implement solutions, and provide essential support services to our students and the University community. Our professional staff provides outstanding customer service through strategic and innovative use of technology and resources.

Department Office Closure Notice
In the event that your department will be closed during the normal business hours, (M-F 8AM - 5PM) please click here to [Notify us of your Department Closure](#) This will enable us to better prepare for deliveries that may be coming to your department.

Our Services

- University Mail
- Campus Mail Stops
- University Print
- Print Shop Pro - Online Ordering for faculty and staff
- Student Print Orders
- Newsletters

Campus Services

- ABA Forms

University Print & Mail

Division Of Administration & Business Affairs

Administration & Business Affairs

University Print & Mail

Student Orders

Student Orders

Let us help you with your next class project!

University Print is now open to students! We are your one-stop-shop for all student printing needs. From large format posters to smaller copies and booklets, our team is committed to providing outstanding customer service along with competitive pricing and high-quality results. Payment is easy through our Print Shop Pro system. Sign up for our easy, online ordering system to get started!

[Sign-Up for Print Shop Pro](#)

Helpful Tips

[How to Register Your Account PDF](#)

**Click here to
create an account.**



PRINT & COPY



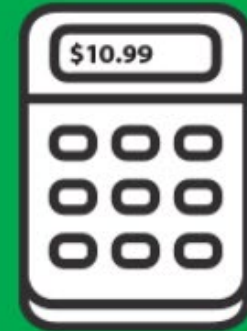
ORDER NOW

POSTERS



ORDER NOW


BILLING



MAKE A PAYMENT

Make modifications to your profile if necessary, when complete click on the "Update" button below.

Contact Information

First Name *	<input type="text" value="Suzanne"/>	 Site/Department is always Student Orders for students.	
Middle Initial	<input type="text"/>		
Last Name *	<input type="text" value="Castaneda"/>		
Email Address *	<input type="text" value="s.castaneda@csus.edu"/>		? Show Help
Phone Number *	<input type="text" value="916-278-2980"/>		? Show Help
Site / Department *	<input type="text" value="Student Orders (new accounts will be activated Monday-Friday, 8-5PM)"/>		
Site Mail Stop or Area	<input type="text" value="6115"/>		
Site Address Line 1 *	<input type="text" value="6000 J Street"/>	? Show Help	
Site Address Line 2	<input type="text"/>		
Site City *	<input type="text" value="Sacramento"/>	All items with a * must be completed.	
Site State	<input type="text" value="California"/>		
Site Postal Code *	<input type="text" value="95819"/>		
Site Country	<input type="text"/>		

Available Budget Codes

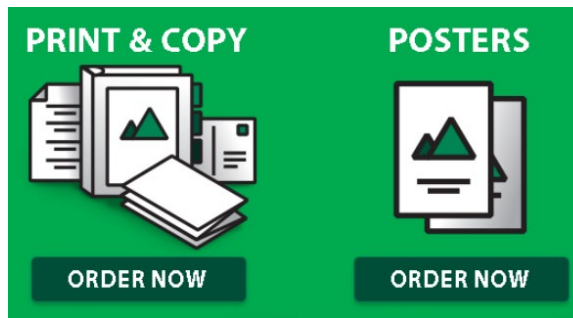
[View Budget Codes](#)

Bar Code Scan

Status Allowed for Bar Code Scan

Placing an Order

Once their account is activated, they can go in and place an order.



From the landing page, they choose the type of printing needed

When placing an order, students verify that the order is for a class or campus related group or event by checking this box

REQUIRED: this order is campus related

and them describing what that connection is in the comments box on the following page.

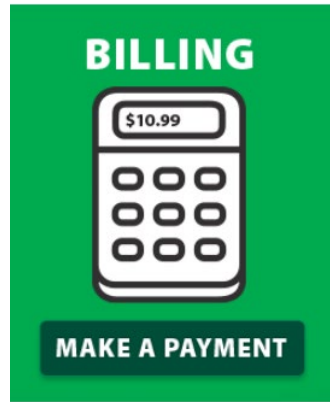
SPECIAL INSTRUCTIONS/REQUESTS:
please note class/course/organization here.

The Student Order webpage has tips and instructions on how to place orders.

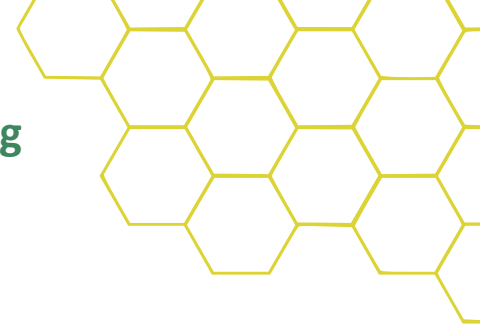
<https://www.csus.edu/administration-business-affairs/university-print-mail/student-orders.html>

How To Pay

It should be noted that we will not start a print job until payment is received. Print Shop Pro will give customers a price estimate and print ticket number when students submit a print order. This is the information needed to make a payment.



Click this link from the landing page to be directed to the payment page.



Student will need to fill in all fields to ensure payment is applied to correct print job. Once payment is received we will begin printing.



SACRAMENTO STATE

Search

[HOME](#) >> [UNIVERSITY PRINT AND MAIL](#)

University Print

University Print Credit Card Orders

Price:

*First Name:

*Last Name:

*Email:

WORK ORDER NUMBER:

To pay for this item, click the button below.

[Add to Basket](#)



UNIVERSITY
PRINT & MAIL

Questions?

Contact Us

<https://www.csus.edu/administration-business-affairs/university-print-mail/>

Print

universityprint@csus.edu

<https://www.csus.edu/administration-business-affairs/university-print-mail/print.html>

x86198

Mail

universitymail@csus.edu

<https://www.csus.edu/administration-business-affairs/university-print-mail/mail.html>

x86283