



University Print & Mail had a busy fall, and we are excited about seeing more students, faculty, and staff on campus later this spring. We've added a few new products to our Print Shop Pro catalog and encourage you to read more about them below. We are also excited to let you know that students now have a portal for submitting orders for course-related print projects and items that support student clubs and organizations. Please see the link below for details on this new process.

Do you have an event or special project you need help with? It's never too early to start planning and University Print & Mail is here to help. We'd be happy to attend your planning meetings to discuss our capabilities. Whether it's Save-the-Date cards, invitations, programs, flyers, banners, other support items, or mailing and shipping services, we can help make your next event or project a success.

We are so happy to see more of you on campus and look forward to safely meeting with you in person or virtually to discuss your print and mail needs.

Limited Mail Service on February 14

In order to facilitate attendance of the Antiracism and Inclusive Convocation on February 14, mail services will be limited to department's picking up or dropping off their mail at University Mail. Please plan to pick up or drop off between the hours of 10 am and 2:30 pm. Should you have a special need, please email universitymail@csus.edu or call us 916-278-6783.

University Print is Taking Student Orders!

We are your one-stop shop for all student and on-campus organization printing needs. From large format posters to smaller copies, flyers, and booklets, our team is committed to providing outstanding customer service along with competitive pricing and high-quality results. Please share this information with the faculty in your department.

First Time Account Registration

Don't wait, register your account today! First-time account registration is easy, follow the instructions on our step-by-step guide and you will have access to Print Shop Pro within one business day. Account activation will be processed during business hours: Monday – Friday, 8 AM – 5 PM. Please note, orders can be submitted at any time, however, orders are only processed during business hours. ([How to register your account](#))

Make a Payment

Payment is easy and is now accepted through Print Shop Pro. After you submit your order, you will receive an order summary email with your job number and preliminary estimate/total. Navigate to the Print Shop Pro homepage and submit your payment through the billing portal by clicking "Make a Payment". All orders must be paid prior to picking up. We will not process your order until we receive a payment confirmation. ([How to make a payment](#))

Visit our Student Orders page for more information on print services, step-by-step instruction sheets, and design tips!

[Learn more about Student Orders](#)

Print Shop Pro Helpful Tips



Updating Department and Account Numbers

Most of the time, print jobs are charged back to University speedtypes which are associated with specific departments. If someone changes departments or is working with a grant, that account might not be accurate. To eliminate unnecessary expenditure transfers and other issues, we ask that if there are speedtypes that are new or closed, or if someone leaves your department, to send us an email at universityprint@csus.edu so we can adjust the access to the speedtypes accordingly. We appreciate your help in keeping our accounting processes accurate!

Mailing Helpful Tips



Bulk Mail & Shipping Services

During COVID, University Mail has continued to play an integral role in providing services to students, faculty, and staff. We have been busy identifying new ways to help our campus customers and support our students in an unprecedented time. In addition to shipping hotspots, webcams, and virtual class support items, we shipped over 14,000 New Student Orientation backpacks to incoming students for the last 3 semesters, 1500 On the Rise Campaign "Thank You" boxes, and over 1500 CARmencement boxes to graduates this past May.

Do you have an upcoming event, a fundraising campaign, or a mailing project? Whether it's printing and mailing a multipiece invitation to an event, assembling items into a "kit" for shipping, or sending classroom support items, University Mail is here to help you with your mailing and shipping needs. We would be happy to attend your next planning meeting and help you brainstorm cost-effective solutions for your mailing and shipping needs. Please give us a call at 916-278-6783 or email universitymail@csus.edu for more information or to schedule an appointment. We look forward to helping you with your next project!



Product Spotlight

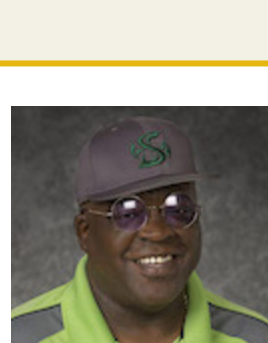


Acrylic Awards

Boosting morale and recognizing a job well done can seem challenging even in the best of times. We can help with that! University Print can design and print acrylic awards for any occasion, and for much less than you would spend anywhere else. We have a variety of sizes and shapes to choose from and can personalize the message to suit your needs. We can even ship directly to the recipient if remote working or learning makes it difficult to

deliver in person. There is no minimum purchase, so whether you have one outstanding person or 30 amazing people to recognize, we have you covered.

[Order your Award now](#)



Meet our Team: Randy Davis, Mail Center Superstar!

Many of you know Randy Davis, our Mail Center Supervisor. He has been with Sac State and University Mail for 28 years! Randy stated that he is not thinking about retirement yet, as he still enjoys coming to work. You can tell he is a people person and likes interacting with people all across the campus, Randy always has a smile on his face and a kind word when he greets you. After hours, Randy is often coaching high school baseball. In fact, he has been coaching youth sports for 50 years! He is also strong in his faith and stated, "My love of Jesus Christ, my Lord, and Savior," is one thing he would want people to know about him. Randy's attention to detail helps him live up to his motto "Failing to Prepare is Preparing to Fail".

[View Online](#)