

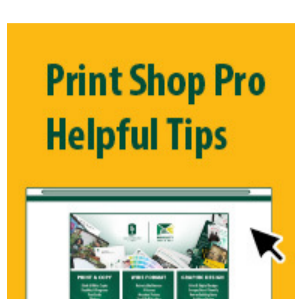


Introducing the Hornet Press!

University Print & Mail is excited to launch our new quarterly newsletter. Our goal is to provide you with valuable information regarding the on-campus print and mail services available to you. Each edition will include helpful tips for print & mail, new product offerings, project spotlights, and other news related to print & mail. We are here to be your solutions provider and look forward to this being a valued resource for you and your department.

Electronic Letterhead

During times of distance learning and telecommuting, electronic letterheads are priceless treasures. Print Shop Pro offers two electronic letterhead options: a department letterhead and a letterhead for the president and dean's offices. The electronic letterhead will be a Word document prefilled with the information provided during ordering. For more information on how to place an electronic letterhead order, please click the button below.



[eLetterhead
Onesheet](#)



Is your mail addressed for success?

University Mail receives over 7500 pieces of incoming mail and 200+ packages each week. Couple this with 3200+ faculty and staff in 150+ departments across campus and that can provide many opportunities for misdirected mail if items are not addressed correctly.

Please help our mail team ensure that your mail arrives to your mailbox in a timely manner by following these helpful tips.

[Address info-sheet](#)

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!](#)

University Print & Mail Fiscal Year Deadline – May 31, 2021

University Print & Mail is open Monday – Friday, 7:30 AM – 4 PM, and ready to assist with any of your print and mail needs. You may continue to submit print orders via Print Shop Pro at any time. Please note that the deadline for billing print or mail to the 20/21 fiscal year is Monday, May 31. The criteria for billing jobs are based on when the job is completed. Any job completed on or before Monday, May 31 will be billed to the current 20/21 fiscal year. Any job completed after May 31, will be billed to the 21/22 fiscal year. We recommend submitting your print/mail projects no later than May 17 to ensure that they will be completed by the deadline.

There is no interruption in service or in fulfilling your print or mail needs, just a dividing line for billing purposes. If you are unsure as to when your job can be completed, now is the time to contact University Print @ 916-278-6198 or e-mail universityprint@csus.edu. We will be able to assess your specifications and give you a delivery date and an estimate. If you have questions regarding a mailing project you want to be billed to this fiscal year, please contact University Mail at 916-278-6783 or universitymail@csus.edu.



Products Spotlight



On the Rise Promo Boxes

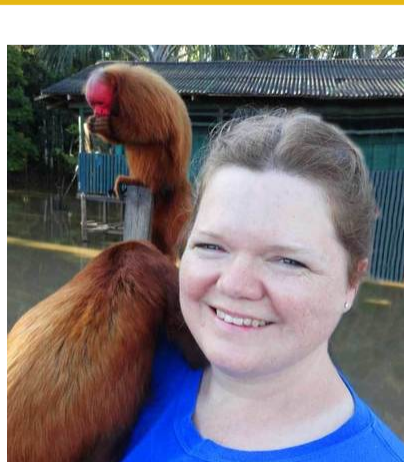
University Advancement partnered with University Print and Mail to kit 1500 giveaway boxes for Sacramento State's On the Rise campaign. Each box contained various Sac State branded items, including: confetti made from seeds, stemless wine glasses, and champagne jelly beans. The boxes were either hand delivered by University Advancement staff or mailed. Are

you looking to ship packages/kits to students, donors, faculty, or staff? Please email universityprint@csus.edu so we can partner with you for a successful mailing.

Minor Design Change Committee

The Minor Design Change Committee is tasked with reviewing all requests for indoor and outdoor graphics, murals and other similar embellishments. The committee also reviews all requests for directional or advertising signage on campus grounds, including a-frame signs and banners. This approval process can add an additional week or more to your project, so planning accordingly is vital. University Print, along with designing and printing your pieces, works closely with the committee to aid in its approval process. We can help to streamline the process and make it as easy as possible. More information on the Minor Design Change Committee can be found here:

<https://www.csus.edu/manual/admin/adm-0185.htm>



Meet our Team: Suzie Castaneda, Office Superstar!

If you have ever called, emailed, or visited University Print you have probably met Suzie Castaneda. A Sacramento State Alumni, Suzie came to University Print and Mail after working over 20 years in the non-profit sector.

Suzie states, "I always felt a calling from the University, so I was thrilled when the opportunity came to work here." When not working, she can be found traveling, spending time with family, and attempting to garden. "The world is an amazing place," Suzie said, "and I want to visit as much of it as I can."

[View Online](#)