



ULM COPY/PRINT/MAIL POLICY

Office of Auxiliary Enterprises • ULM Copy Center • Campus Mail Services

LOCATION: Student Union Building, Room 115

HOURS OF OPERATION: Mon-Thurs 7:30am-5pm • Friday 7:30am-11:30am

CONTACT INFORMATION: 342-5005 • Fax: 342-5008 • Email: copy@ulm.edu

STAFF: David Stokes, Manager John Crow, Copy Center Campus Mail Services / Copy Center
342-5153 • stokes@ulm.edu 342-5005 • jcrow@ulm.edu 342-5005

ULM COPY/PRINT/MAIL POLICY:

ALL COPYING, PRINTING, AND MAILING FOR THE UNIVERSITY IS MANAGED THROUGH THE ULM COPY CENTER AND CAMPUS MAIL SERVICES. This includes any publication produced in-house or through an outside vendor.

Completion of a **ULM COPY/PRINT/MAIL REQUEST FORM** is required for any publication printed and/or prepared for mailing. Submission of this form indicates you understand and agree to adhere to the ULM copy/print/mail policies including all university purchasing, editorial, graphic design and identity standards.

For more information on ULM Copy/Print/Mail policies and procedures, as well as to obtain a Copy/Print/Mail Request Form, visit: ulm.edu/copycenter or ulm.edu/campusmailservices

ULM LETTERHEAD, ENVELOPES, AND BUSINESS CARDS printing is the exception to the above requirement. For ordering procedures, visit: ulm.edu/letterhead, ulm.edu/envelopes, ulm.edu/businesscards

Please Note:

- Any ULM publication printed, mailed, or electronically distributed for promotional purposes **MUST BE REVIEWED BY THE OFFICE OF PUBLIC INFORMATION prior to printing or distribution**. For more information, visit: ulm.edu/graphicdesign
- Any publication to be bulk mailed using ULM's mailing permit #219 **MUST BE REVIEWED BY THE OFFICE OF PUBLIC INFORMATION prior to printing** and **MUST HAVE A BULK MAILING AUTHORIZATION FORM SUBMITTED** to OPI, Director of Graphic Design **prior to mailing**. For more information on bulk mailing procedures and form, go to: ulm.edu/bulkmailing

OPI will route completed/approved Bulk Authorization form to Campus Mail Services before publication will be released for mailing.

ULM COPY/PRINT/MAIL PROCUREMENT GUIDELINES:

- All university printing/mailing jobs must be submitted to the ULM Copy Center and Campus Mail Services to determine if it is more cost-effective to produce jobs in-house or off-campus. This determination is made according to job specifications, budget, and time frame. If the ULM Copy Center and Campus Mail Services lacks the production equipment or the ability to meet job specs and/or deadline, the ULM Copy Center and Campus Mail Services staff will bid the job to qualified vendors. Copy Center and Campus Mail Services staff will either assist individuals/departments in having the job produced by the outside vendor or direct them to the Purchasing Office when appropriate.
- Departments and individuals may not contact commercial printers for quotes or estimates before jobs have been reviewed by the ULM Office of Public Information and ULM Copy Center and Campus Mail Services. This is to ensure ULM does not appear to be anti-competitive by any outside service vendor.
- All jobs will be bid, awarded, and produced according to state procurement guidelines.

If a single print job is expected to exceed \$1,000, ULM Copy Center and Campus Mail Services will coordinate with Purchasing to have the job competitively bid.

If a single print job is expected to exceed \$5,000, in accordance with the State Purchasing guidelines, ULM Copy Center and Campus Mail Services will coordinate with Purchasing to ensure the job is awarded via the competitive public bid process.

In both cases, Purchasing will manage the bid process and keep all parties informed. Departments/individuals may recommend vendors to be included in the bid solicitation, however, Purchasing will retain the final choice of which company is awarded the job. Purchasing reserves the right to refuse any outside bid, when appropriate. Decisions made by Purchasing will be considered final. For additional information, visit: ulm.edu/purchasing

- The university is not responsible for any printing and/or mailing not properly approved. In these cases, private or personal funds must be used. Departmental expenditures, including P-Card purchases, are routinely monitored to ensure compliance with this policy.

EXCEPTIONS

Requests for exceptions to this policy must be submitted in writing to the Executive Vice President or designee.



ULM COPY/PRINT/MAIL PROCEDURES

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PROCEDURES TO SUBMIT A PUBLICATION TO BE COPIED, PRINTED, AND/OR PREPARED FOR MAILING:

- Submit a completed **COPY/PRINT/MAIL REQUEST FORM** to the ULM Copy Center and Campus Mail Services. For form or additional information, go to: ulm.edu/copycenter or ulm.edu/campusmailservices
- PRINT OR MAIL JOBS REQUIRING ULM REVIEW APPROVAL — *Please follow Office of Public Information Graphic Design & Review procedures prior to submitting to ULM Copy Center and Campus Mail Services.* At the end of the design/review process, OPI will direct individuals and departments to the ULM Copy Center and Campus Mail Services for assistance with production and fulfillment of any print/mail job. For additional information, visit: ulm.edu/graphicdesign
- BULK MAIL JOBS — Any mailing using ULM's Bulk Permit #219 MUST be accompanied by a ULM **Bulk Mailing Authorization Form**. *Please submit to OPI prior to submitting to ULM Copy Center and Campus Mail Services.* OPI will review form and publication to ensure all bulk mailing requirements have been met. Upon approval, form will be routed to Campus Mail Services. For Bulk Mailing Authorization form or additional information, visit: ulm.edu/bulkmailing
- Publications needing printing or copy services should be provided in the following formats:
 - "PRINT-READY" electronic file — PDF is the preferred format (300 dpi, CMYK, fonts & images embedded)
 - Hard-copy (only if publication is to be photocopied; not recommended)
- Jobs needing mail preparation services should have all items required for preparation "MAIL READY", including:
 - Mailing lists in a standard electronic format; preferred formats: .csv, .xls, .xlsx, .txt
 - All tangible items needed for mailing (i.e., direct mail pieces, envelopes, letterhead, inserts, etc.)
 - Electronic files for variable data/merged mailings in a text format (i.e., .doc, .txt)
 - Completion of required forms (i.e., bulk mailing authorization form)

PROCEDURES ONCE A JOB HAS BEEN SUBMITTED FOR COPY/PRINT/MAILING SERVICES:

- Based on job complexity, the ULM Copy Center staff will determine if the job can be processed internally or needs to be out-sourced.
- If the job needs to be outsourced, the ULM Copy Center staff will bid the job to approved vendors and maintain records of costs.
- With departmental approval, the selected vendor will be provided with all items needed to process job.
- Vendor proofs will be provided, reviewed and approved for adherence to university standards prior to production (if applicable).
- Completed print and mail jobs are delivered under the direction of ULM Copy Center and Campus Mail Services staff. Deliveries will be made to specified locations or departments will be notified to pick up completed jobs.
- The requesting agent will receive and approve the finished work by signing the delivery ticket.
- Vendor will submit invoice to ULM Copy Center and Campus Mail Services.
- ULM Copy Center and Campus Mail Services will make a copy of vendor's invoice for their records and forward invoice to requesting department/individual.
- Requesting department/individual will prepare and submit check request to Purchasing.

DEADLINES:

Turnaround time for print/mail production jobs varies, especially with off-campus vendors. It is recommended parties start as early as possible to allow enough time for artwork to be designed and reviewed, for jobs to be comparison shopped, and to allow vendors to produce quality work.

For ULM's Copy/Print/Mail Policy, go to: ulm.edu/copycenter