



**Finance and Administration**

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Date: December 1, 2004

To: The Campus Community

From:   
Mark McCambridge, Vice President, Finance and Administration

Printing and Mailing Services is the campus resource for print procurement. The entire team of managers and staff is there to assist the campus community with all printing, copying and mailing needs. The number one goal of this unit is to maintain the level of high-quality printing at the most reasonable cost to the University.

Each member of the print procurement staff has a strong printing background and experience in writing printing specifications to meet the most current regulations in the printing and mailing industries. Their function is to assist customers with a total review of the job. Through the use of typeface styles, paper samples, photo styles and colored ink books, they assist the customer in achieving the desired result. In conjunction with the Mailing Services team, they check the design for printed pieces to be mailed for compatibility to mailing regulations and automated equipment. This ensures lower postage and handling costs. When the quality of the delivered product does not meet the printing standards of OSU and the expectations of the customer, the print procurement staff are the advocates for the customer in resolving any disputes.

Printing & Mailing Services maintains a vendor base of over 500 print vendors. This extensive database of local, national and specialty printers enables the staff to match your printing needs with the best possible printers for quality, timeliness and price. Each printer in the database has completed an application to provide printing services for Oregon State University and identified all of their printing and binding equipment and capabilities. The department's specialized print purchasing program allows the staff to auto fax bids for fast turnaround. Most bids can be completed in 48 hours or less. Prices on jobs that have been bid can vary up to 200%.

To comply with the State of Oregon, the Oregon University System, and Oregon State University's standards and guidelines for purchasing, Printing & Mailing Services has been identified by the University as the sole agency for print purchasing and copying using state or university funds.

If you have questions or need assistance, please contact Jean-Luc Devis, Director, Printing and Mailing Services, at 7-4075 or Cheryl Lyons, Customer Service Manager, at 7-3979.