WELCOME TO OSU
PRINTING & MAILING

Printmail.oregonstate.edu
100 Cascade Hall Corvallis, OR 97331
541.737.4941
Printing & Mailing Services

- BW and color copy services
- BW and color digital printing services
- Large Format printing
- Personalized Print/Mail
- Promotional Items
- Binding
- Mailing
- Express Mail
- CDs/DVDs duplications
- Business Cards
- Letterheads & Envelopes
- Laminate/Mounting
- Flyers, Posters
- Photo Albums
- Award Plaques
Finding Us
Finding Us (cont.)
Our Website

Printing & Mailing Services

About P&M ▾ | Orders ▾ | Resources ▾ | Contact | Site Map

Business Services ▾ | Printing and Mailing ▾

PRODUCING CREATIVE SUSTAINABLE SOLUTIONS

Printing & Mailing assists in the creative development and production of communication pieces. Services include a fully-equipped print shop, variable data set-up, CO/CO production, large format printing, and print and web design. This department also manages both campus and off-campus mail and serves as the OSU shipping center.

P&M Front Desk / Customer Service / 541-737-4941 / digital-printing@oregonstate.edu

NEWS FEED

Did You Know?

What’s Hot and What’s Not in Marketing

Wednesday, July 13, 2011
Kanee Campbell has an interesting look at what trends are happening in marketing. There are many methods to get your message in front of your...

Three Golden Rules to Follow When Using Microsoft Tags

Wednesday, July 13, 2011
Kpedia has several useful posts in their recent issue. James Bluhm has some great tips on using Microsoft tags. The world of marketing is rapidly evolving...

EVENTS

Superhero Halloween Open House

Come check out our annual open house at Printing and...

View the entire Printing & Mailing Calendar
Logging into E-Access

Please login to our eCommerce Portal

**PLEASE LOG IN.**

User ID:

Password: **AVANTI**

[Login] [Forgot your password?] [Disable Frames] [Français]
Please login to our eCommerce Portal

PLEASE LOG IN.

Customer Code
QB5015

Login
Creating an order

Enter a New Order

Order Type  0001 - Standard Order Form

Job Description

<< Back  Next >>
## New Order Information

**Order Type:** OHML - Standard Order Form
**Order Description:**

### Print Specifications

- **Date Required:** 11/15/2011
- **Quantity Required:**
- **Ink:**

### Customer Information

- **First Name:**
- **Last Name:**
- **Department:**
- **Email Address:**
- **Phone Number:**

### Number of Originals

- **Number of Copies:**
- **Number of Tabs:**
- **Cover Size:**
  - **Front Cover:**
  - **Back Cover:**
- **Cover Material:**
- **Cover Description:**
- **Spine Material:**
- **Spine Description:**
- **Ding:**
- **Foot:**
- **Bleed:**
- **Bleed Description:**
- **Bleed on Back:**
- **Bleed on Front:**
- **Bleed Material:**

### Other Features

- **Print & Back Cover:**
- **Packaging:**
- **Punched Corner:**
- **Cute Size:**

### General Comments

- **Special Instructions:**

### CD and DVD Specifications

- **CD Wrap with Standard Cover:**
- **DVD Imprint with Standard Cover:**
- **Insert (include note in purchase):**

### Shipping

- **M-F Cost:**
- **Campus Mail:**
- **Campus Package:**
- **Pricing:**
- **Send to Mail Dept:**
- **Special Employee Delivery:**
- **UPS:**
- **FedEx:**

---

Please send this list of scope for mailing instructions.
Cost system will be updated as specifications are entered.

**Thank YOU FOR YOUR BUSINESS!**
Checking a job status
Checking a job status (cont.)

<table>
<thead>
<tr>
<th>Job Number</th>
<th>Job Description</th>
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<tr>
<td>8006629</td>
<td>NPIC - Spanish - Postcards</td>
</tr>
<tr>
<td>8006664</td>
<td>Red Cross Fundraiser - Haiti - College of Business</td>
</tr>
<tr>
<td>8006739</td>
<td>Mugs - Print Purchase</td>
</tr>
<tr>
<td>8006790</td>
<td>Business Cards - Customer Service</td>
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<td>8007953</td>
<td>test</td>
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<tr>
<td>8009957</td>
<td>OSU Business Cards - Cheryl Lyons</td>
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<tr>
<td>8009962</td>
<td>OSU Business Card - Judy Bankson</td>
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<tr>
<td>8009999</td>
<td>OSU Business Cards - Meghan Manuel</td>
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<tr>
<td>8010197</td>
<td>OSU Business Card - megan falk</td>
</tr>
<tr>
<td>1003426</td>
<td>FitCprJan.024 C2200 2ND/K VALLEY L</td>
</tr>
</tbody>
</table>
Need Help?

Please contact

Judy Bankson
Production Manager
541.737.3979
Judy.bankson@oregonstate.edu