

**NEW**

**NEW ITEMS  
AVAILABLE!**



- RUBBER STAMPS** Pre-inked in different sizes
- FOAMCORE POSTERS** Printed and mounted up to 48"x96"
- RETRACTABLE BANNERS**
- LARGE FORMAT WALL POSTERS** with adhesive backing
- NEW XANTE EQUIPMENT** Need heavier postcards? Prints up to 24 pt. cover in full color!
- OUTDOOR TEMPORARY SIGNAGE** (with stakes)
- CAMPUS MAPS** We distribute on campus.
- 2 1/2" BUTTONS**
- CALL US AT 402.472.2146 FOR MORE INFORMATION**

**Full Service Reference Guide**

**YOUR  
PARTNER  
IN PRINTING**



**PRINT, COPY, MERCHANDISING,  
MAIL & DISTRIBUTION SERVICES**



# OUR TOP TEN

## reasons to support UNL's print shop

There is more than just money to consider when you have your own printing department!

### 1. Loyalty to the University

UNL customers are our priority.

### 2. Vested Interest in the University's Success

When you succeed, we succeed. We are on the same team!

### 3. Institutional Control

We will go above and beyond the ordinary level of service and standard turnaround times without passing the cost on to our customers.

### 4. Quality

Our standards of quality are evident in our products and our services. We have a thorough understanding of the University's Toolbox & Brand Book identity standards.

### 5. Convenience

We offer three convenient locations, on campus delivery and accessibility via the web. Visit our website: <http://printing.unl.edu>

### 6. Service and Ease of Doing Business

We're at your service whether it's in person, over the phone, via fax or online.

### 7. Money-Saving Efforts

Let us do the shopping for the best prices available, whether it's paper or promotional items.

### 8. On-Site Experts in Printing

We are knowledgeable on the latest printing technologies. Our staff utilizes their skill and experience to create quality publications.

### 9. Confidentiality

We value confidentiality. We will keep proprietary documents and address files confidential and secure.

### 10. Dependability and Familiarity with University Processes, People and Programs

We are NEBRASKA. You'll find our staff participating in University events and helping protect our brand and identity.



## FIND US ON BOTH CAMPUSES!

**UNIVERSITY OF NEBRASKA-LINCOLN 2016-2017 CAMPUS MAPS**

Office of Admissions: 402.472.2023  
 Campus Operator: 402.472.1711  
 Parking & Transit Services: 402.472.1800  
 Campus Police: 402.472.2222

maps.unl.edu  
 #UNLincoln @UNLincoln #UNL

**Directions to East Campus:**  
 Travel east on Vine Street to 33rd Street. Turn left (north) to Westgate Street.

**Directions to City Campus:**  
 Travel south on 33rd Street to Vine Street. Turn right (west) and travel to 16th Street.

1 Abel Hall (ABH)	2 Center for Entrepreneurship	4 Hewitt Place (HEWP)	17 Mary Knappe Ross Media Arts Center (RVC)	30 Sandoz Hall (SZRH)	72 Van Brunt Visitors Center (VBC)
22 Abel-Schaefer Wellness Center (ASH)	33 College of Business Administration (CBA)	15 Howell Theater (TEMP)	16 Memorial Stadium	24 Schorr Center (SCHR)	56 Vine Street Apartments (2224, 2240)
111 Akers Hall Learning Commons (LW) (LLS)	400 Calisoum (CAL)	55 Husker Hall (HUSK)	92 Midwest Roadside Safety Offices (WMT)	75 Schramm Hall (SCHM)	71 White-Kemper Neuroscience Research Center (WK)
1 Admissions Office Alexander Bldg. (ALEX)	400 Cook Pavilion (COOK)	100 New Hall (NEW)	61 Military & Naval Science Bldg., Pershing (M&N)	78 Scott Engineering Center (SEC)	46 Stinson Bldg. (WAT)
84 American Mathematics Comp. Bldg. (1730)	40 The Courtyards (CORT)	88 Inventory - Surplus Property	11 Morrill Hall (MORR)	43 Seaton Hall (SEH)	1 Westbrook Music Bldg. (WMB)
10 Andersen Hall (ANDH)	100 Devaney Sports Center (DEV)	10 Johnny Carson School of Theater & Film (TEMP)	11 Nebraska Champions Club (NECH)	43 Sellick Quadrangle (SELK)	92 Whitner Bldg. (WHIT)
36 Andrews Hall (ANDR)	51C Eastside Suites (ESST)	10 Johnny Carson Theater (LIED - west side)	70 Nebraska Hall (NH)	77 Sheldon Museum of Art (SHEL)	1 Wick Alumni Center (WICK)
14 Architectural Hall (ARCH) (ARCH)	58 Ed Weir Track	70 Jorgensen Hall (JH)	58 Nebraska Innovation Campus (NIC)	101 State Museum of Natural History (MORH)	25 Woods Art Bldg. (WAB)
29 Avery Hall (AVER)	100 Educational Aerial-Incoming Exchange	38 Kauffman Academic Residential Center (KAUF)	101 Nebraska State Historical Society	68 Teachers College Hall (TEAC)	17 501 Bldg. (501)
53 Beadle Center (BEAD)	90 Facilities Management & Planning (FMP)	90 Key Services (FMS)	10 Nebraska Union (NU)	9 Tempie Building (TEMP)	
16 Behlen Laboratory (BEL)	44 Fairfield Hall (FAIR)	12 Kimball Recital Hall (KRH)	37 Osborne Athletic Complex (OASTD)	94 Transportation Services (TRAN)	
45 Benton Hall (BENH)	112 Vaughan Multicultural Center (GAUN)	51A Knoll Residential Center (KNOL)	400 Ottomer Hall (OTTOM)	54 U Street Apartments (UST)	
21 Bessie Hall (BESS)	111 Great Plains Art Museum (GPAUM)	93 175 Annex (175)	10 University Health Center (UHC)	65 14th & Avery Parking Garage (14PS)	
52 Bioscience Greenhouses (BIGD)	10 Hamilton Hall (HAM)	87 Landscape & Facilities Implement Bldg. (LFI) (FBI)	100 University Hearing Office (UHO)	85 18th & Vine Parking Garage (18PS)	
15 Brace Laboratory (BL)	24 Harper Hall (HARP)	86 Landscape Services Office (WAT)	11 University of Neb. Federal Credit Union (UNFCU)	20 Stadium Drive Parking Garage (SDPS)	
32 Burnett Hall (BURN)	50 Hawks Championship Center (HCCD)	11 Lind Center for Performing Arts (LIED)	510 University Suites (UNST)	11 University of Neb. Federal Credit Union (UNFCU)	
82 Business Services Complex (BSC)	55 Hendricks Training Complex	49 Love Hall (LOVE)	51 UNL Children's Center (CHC)	510 UNL Children's Center (CHC)	
102 Campus Recreation Center (CRCC)	69 Hensick Hall (HENH)	101 Love Library (LL) (LLS)	101 UNL Print, Copy & Passport Services (BSC)	51 UNL Children's Center (CHC)	
17 Campus Rec. Boat House (SBH)	48 Hogner Hall (HOGN)	67 Robert Lee Hall (RML)	101 UNL Print, Copy & Passport Services (BSC)	51 UNL Children's Center (CHC)	
25 Canfield Administration Bldg. (ADMN) (ADMS)	22 Herman Student Life Complex	25 Master Hall (MAST)	101 UNL Print, Copy & Passport Services (BSC)	51 UNL Children's Center (CHC)	

## THREE LOCATIONS 1. 1700 Y Street 2. Nebraska Union 3. East Union Bookstore

**UNIVERSITY OF NEBRASKA-LINCOLN 2016-2017 CAMPUS MAPS**

Office of Admissions: 402.472.2023  
 Campus Operator: 402.472.1711  
 Parking & Transit Services: 402.472.1800  
 Campus Police: 402.472.2222

maps.unl.edu  
 #UNLincoln @UNLincoln #UNL

**Directions to East Campus:**  
 Travel east on Vine Street to 33rd Street. Turn left (north) to Westgate Street.

**Directions to City Campus:**  
 Travel south on 33rd Street to Vine Street. Turn right (west) and travel to 16th Street.

8 Agricultural Communications Bldg. (ACB)	10 Dairy Store	30 Larson Tractor Museum (LTM)	57 Poultry Bldg. H & I (POHI)	26 Water Sciences Laboratory (WLS)	35 Visitor/Guest Parking
7 Agricultural Hall (AGH)	22 East Campus Visitor Center	20 Leverton Hall (LEV)	11 Gault House (GH)	35 Welpton Courtroom Bldg. (WELC)	
59 Agronomy & Horticulture/Forestry Shops (AHFS)	22 Entomology Hall (ENTH)	52 Library Depository Retrieval Facility (LDR)	R-2	Colonial Terrace Apartments (CTA)	
62 Agronomy & Horticulture Greenhouse 1 (AHG1)	84 Entomology Greenhouse 2 (EGR2)	4 Loeffel Meat Laboratory (LML)	11 Recreation & Wellness Center (RWC)	33rd & Starr Streets - one block south and east of 33rd & Hastings St.	
67 Agronomy & Horticulture Greenhouse 2 (AHG2)	84 Entomology Greenhouse 3 (EGR3)	3 Love Hall (LOVE)	11 Robert Hoelzel Gallery	All UNL parking facilities, except metered areas and time-controlled zones, require a valid University of Nebraska parking permit 24 hours a day, 7 days a week.	
68 Agronomy & Horticulture Greenhouse 3 (AHG3)	54 Environmental Health & Safety	40 Morrison Hall (LMO)	25 McCollum Hall (LMO)	Most parking on the UNL campus is designated for faculty and staff, or residential and commuter students. These individuals pay monthly rates for the privilege of parking on campus and they are issued permits that allow them to park in designated lots.	
69 Agronomy & Horticulture Greenhouse 4 (AHG4)	5 Family Resource Center (FRC)	40 Morrison Center (MORC)	39 Service Bldg. (SVCS)	HOW TO READ THE CAMPUS MAPS: If you're looking for the building by number, they are read from left to right (bottom to top and divided by color lines for easy finding)	
69 Agronomy & Horticulture Physiology Bldg. (AHPH)	6 Feddie Hall (FRH)	27 Miller Hall (MLRH)	39 Service Bldg. (SVCS)		
45 Animal Science Complex (ANSC)	9 Filley Hall (FHYH)	42 Mussel Hall (MUSH)	37 Splitter Lab & Tractor Test Laboratory		
43 Archer Hall (ARCH)	49 Flemming Fields Annex Bldg. (FFAB)	41 Nat'l Agroforestry Center (NAC)	18 Staples Child Development Laboratory (CDL)		
104 Barkley Memorial Center (BKC)	10 Food Industry Complex (FIDC)	10 Nat'l Agroforestry Center Storage Bldg. (NAST)	61 Stewart Seed Laboratory (SSL)		
4 Bio-Fiber Development Laboratory (BDL)	13 Brange Research Laboratory (BRRL)	30 Nebraska East Union (NEU)	12 Teaching Greenhouse East (TGE)		
21 Chase Hall (CHA)	24 Forestry Hall (FORH)	15 Nebraska Educational Telecomm. - NE/PSB	30 Teaching Greenhouse West (TGW)		
18 Child Development Laboratory, Staples (CDL)	2 Forestry Hall (FORH)	51 Nebraska Game & Parks	15 Terry M. Carpenter Telecomm. Center (TELC)		
104 College of Dentistry (CDL)	21 Home Economics Bldg. (HECD)	66 Neb. Statewide Arboretum Greenhouse (NSAG)	55 USDA Physiology Bldg. (USPP)		
35 College of Law (LAW)	32 Inocary Bldg. (INOS)	50 Pershing Maintenance (PM)	40 Utility Plant (EUP)		
36 Conservation & Survey Annex Bldg. (CSA)	29 Kamin Hall (KAMH)	20 Plant Pathology Greenhouse (PPG)	12 Varner Hall (VARH)		
111 C.V. Thompson Library (CTY)	25 Kieselbach Crops Research Laboratory (KCR)	28 Plant Sciences Hall (PSH)	47 Vet. Diagnostic Center (VDC)		
	19 Landscape Services (LSD)	31 Plant Science Teaching Greenhouse (PSTG)	46 Vet. Medicine & Biomedical Sciences Bldg. (VMS)		
		58 Poultry Bldg. F (PFP)	54 Warehouse 1 (W1)		
			60 Warehouse 2 (W2)		





# HOW TO ORDER

## Request an estimate

Use our convenient "Order Estimate" form on our website or contact a customer service representative listed on the following page.

## Ordering

We accept orders via mail, phone, fax, email and online.

### Requirements for file submission:

- Submit a requisition
- Send packaged digital files (including fonts & images)
- Sample hard copy (if available) or Acrobat (PDF) file
- Visit our website for a list of approved software programs, details on submitting your files and additional prepress services offered:

[printing.unl.edu/print](http://printing.unl.edu/print)



## View a proof

We can send your proof through campus mail, campus delivery, or as a PDF by email. Specify your preferences in your requisition, email, or in the drop down box when you order online.

## Delivery

We offer campus delivery, out of area shipping or you're welcome to pickup your order when it's complete.



## CONTACT SHEET

1700 Y STREET - LINCOLN, NE 68588-0641

PHONE: (402) 472-2146 - FAX: (402) 472-2144

HOURS: MONDAY - FRIDAY - 8AM - 5PM

[PRINTING.UNL.EDU](http://PRINTING.UNL.EDU)

**JOHN YERGER**

DIRECTOR

PRINT, COPY, MERCHANDISING, MAIL & DISTRIBUTION SERVICES

PHONE: 402.472.5113

EMAIL: [JYERGER2@UNL.EDU](mailto:JYERGER2@UNL.EDU)

**DEB GREEN**

CUSTOMER SERVICE MANAGER

PHONE: 402.472.7818

EMAIL: [DGREEN1@UNL.EDU](mailto:DGREEN1@UNL.EDU)

**PENNY THOMPSON**

FRONT DESK - NAME TAGS - SIGNS

PHONE: 402.472.7824

EMAIL: [PTHOMPSON2@UNL.EDU](mailto:PTHOMPSON2@UNL.EDU)

**JAAMIE SIDNEY**

CUSTOMER SERVICE

PHONE: 402.472.7833

EMAIL: [JSIDNEY2@UNL.EDU](mailto:JSIDNEY2@UNL.EDU)

**CAROL JOHNSON**

CUSTOMER SERVICE

PHONE: 402.472.7823

EMAIL: [CJOHNSON16@UNL.EDU](mailto:CJOHNSON16@UNL.EDU)

**NANCY WOODWARD**

CUSTOMER SERVICE

PHONE: 402.472.3090

EMAIL: [NWOODWARD2@UNL.EDU](mailto:NWOODWARD2@UNL.EDU)



# PRINT SERVICES

## Products & Services



We're ready to help with your **next** project.

Whether you're ordering a new box of business cards or in need of a variety of conference materials (including delivery to your conference venue) **we've got you covered.**

Do you need a product or service not listed above? No problem. Give one of our Customer Service Representatives a call. Chances are we can meet your needs or put you in touch with someone who can.

## Additional Specialty Services

We provide more services by partnering with local vendors:

- Die Cutting
- Embossing
- Foil Stamping
- Thermography
- Web Printing
- And More

**NEW**

**FOAMCORE POSTERS** Print and mount up to 48"x96"  
**LARGE FORMAT WALL POSTERS** (adhesive backing)  
**CAMPUS MAPS** We deliver on campus!

# RESOURCES

## Toolbox & Brand Book

When creating publications for the University you must follow the Toolbox & Brand Book identity standards. All the information you need to be accurate in your use of the University's brand is just a click away at:

[ucomm.unl.edu/toolbox](http://ucomm.unl.edu/toolbox)



Our staff will check your project for Toolbox & Brand Book compliance.

## PRINT COLORS

### Spot vs. CMYK

Color can add flare to your publication, but it is important to know the different color options that are available when preparing your files.

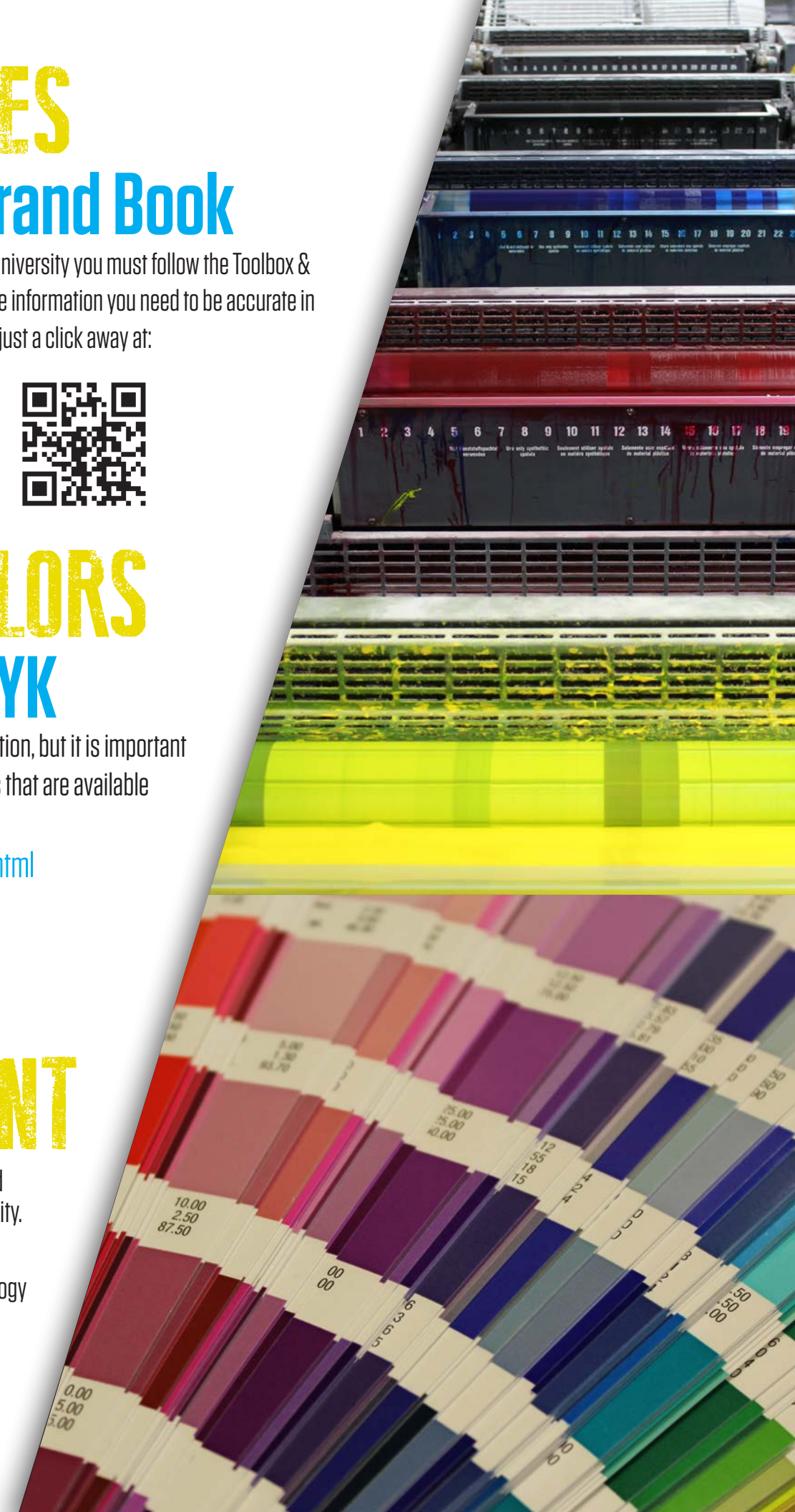
[printing.unl.edu/print/colors.shtml](http://printing.unl.edu/print/colors.shtml)



## EQUIPMENT

We have some of the most advanced equipment in the industry in our facility.

- Electronic Prepress
- Computer-to-Plate (GTP) Technology
- Offset Printing Presses
- Digital Printing
- Variable Data Printing
- A Multitude of Bindery Options





# COST PER COPY PROGRAM

UNL has sponsored a Cost Per Copy program for the past 15 years with the assistance of selected contracted vendors as equipment providers.

## Cost Per Copy features

- No minimums and no charge for scanning
- Multi-function devices have print, scan, copy and fax capability
- Toner, supplies, maintenance and training from Canon are covered in per copy charges
- Adaptability in meeting changing technology
- Internal storage systems that meet all industry data security standards, with disk overwrite capability
- Continued, simple billing

All Equipment provided is Energy Star Certified. We have color scanning capability on all copying equipment. The contract includes unlimited training for campus users and a complete print management program.

**All you need to supply is the paper and proper electrical/IT connections.**

**NEW**

**RUBBER STAMPS** Pre-inked in various sizes  
**NEW XANTE EQUIPMENT** Need heavier postcards?  
Prints up to 24pt cover in full color!

## Pay only for the copies you make

- Print, Copy, Fax, Scan all in one unit
- No long term lease
- Free toner & maintenance
- All you pay for is cost of copy and paper
- Easy billing through your UNL Cost Object Number
- Toner is Free!
- Service is included!
- Monthly meter readings are required



# COPY SERVICES

## Three convenient locations:

- **Business Services Copy Center - bscc@unl.edu**  
1700 Y Street (free parking in front) - (402) 472-7828
- **East Union Copy Center - eucc@unl.edu**  
(Inside the bookstore) - (402) 472-6838
- **City Union Copy Center - cucc@unl.edu**  
(Nebraska Union, Rm 121) - (402) 472-6898

For more information on Copy Services, visit our website:

[printing.unl.edu/copy](http://printing.unl.edu/copy)

## Black & White Color

High speed digital copiers create quality black & white prints  
High quality, full color prints create brochures, flyers, posters & more

# CONTACTS

**T.J. JOCHUM**

COST PER COPY PROGRAM  
& COPY CENTER MANAGER

PHONE: 402.472.3211

EMAIL: TJOCHUM2@UNL.EDU

CPC@UNL.EDU

**JOJEN ALLDER**

EAST UNION COPY CENTER

PHONE: 402.472.6838

EMAIL: JALLDER2@UNL.EDU





# STUDENT SERVICES

## Thesis & Dissertations

We'll help you publish your **most important** academic achievement!

We offer three paper options:

- Bond (standard copy paper)
- 25% Cotton watermark
- Photowhite paper

**Before they are bound plan to come in to proof copies so they're just right.**

We offer hard binding, spiral binding and shipping.

Please allow additional time for these services.

## Large Format Posters

Don't run all over Lincoln looking for a good place to get a banner or poster printed for your event or class project, we'll help make your event or presentation a success! We also create retractable banners.

## Information we'll need from you:

- Quantity
- Preferred banner or poster material
- Digital file

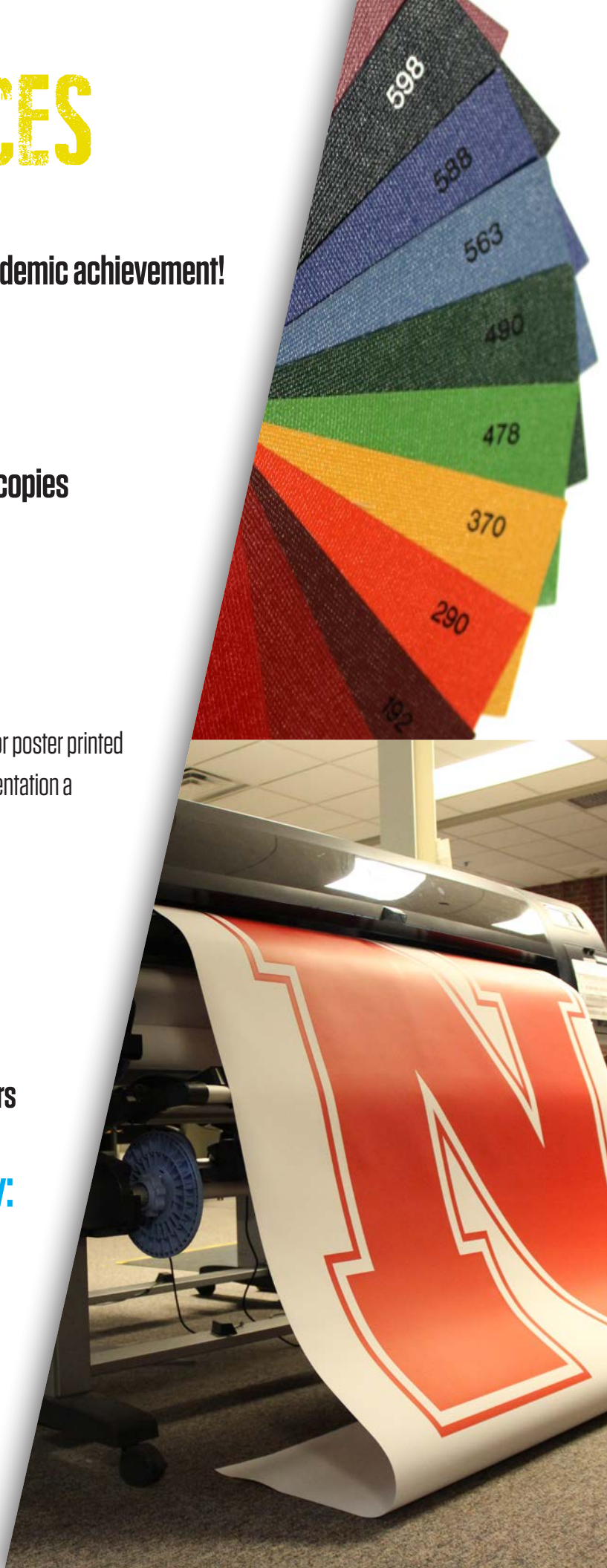
**We sell cardboard tubes suitable for shipping posters**

## Large format files can be submitted by:

- USB (flashdrive)
- CD
- Email: [prepress2@unl.edu](mailto:prepress2@unl.edu)

See sizes, prices & poster material options on our website:

[printing.unl.edu/services-students](http://printing.unl.edu/services-students)



## Student Business Cards

Student business cards are great for interviews, meetings, networking, and especially the UNL Career Fair!

There are 5 style options to choose from when ordering student business cards.

Order online today:

[printing.unl.edu/services-students](http://printing.unl.edu/services-students)

You may also place your order and pick up your order from any of these locations:

- **Business Services Copy Center**  
1700 Y Street (free parking)
- **East Union Copy Center**  
(Inside the bookstore)
- **City Union Copy Center**  
(Nebraska Union, Rm 121)

Once you place your order, a PDF proof will be sent to your email address. Expect your order to be complete 3-5 business days from your approval of the proof.

We offer student business cards in black & white or full color.

For more style options, visit:

[printing.unl.edu/services-students](http://printing.unl.edu/services-students)



## CONTACTS

**PENNY THOMPSON**

FRONT DESK

PHONE: 402.472.7824

EMAIL: [PTHOMPSON2@UNL.EDU](mailto:PTHOMPSON2@UNL.EDU)

**DEB GREEN**

CUSTOMER SERVICE MANAGER

PHONE: 402.472.7818

EMAIL: [DGREEN1@UNL.EDU](mailto:DGREEN1@UNL.EDU)



**Student Name**

Undergraduate or Graduate Studies

College  
Major  
Year

Address Line 1  
Address Line 2  
City, State Zip  
Additional Info

Home Phone Number  
Cell Phone Number  
E-mail Address 1  
E-mail Address 2



**Student Name**

Undergraduate or Graduate Studies

College  
Major  
Year

Address Line 1  
Address Line 2  
City, State Zip  
Additional Info

Home Phone Number  
Cell Phone Number  
E-mail Address 1  
E-mail Address 2



**Student Name**

Undergraduate or Graduate Studies

College  
Major  
Year

Address Line 1  
Address Line 2  
City, State Zip  
Additional Info

Home Phone Number  
Cell Phone Number  
E-mail Address 1  
E-mail Address 2



# MAIL & DISTRIBUTION

We handle more than 25,000 pieces of mail each working day.

Our staff at Mail Services exchanges mail at one location per building according to our schedule of odd and even dates. If you have delivery/pick up questions, please contact Mail Collection & Delivery (under "Contact Sheet" on the following page).

## We collect & deliver:

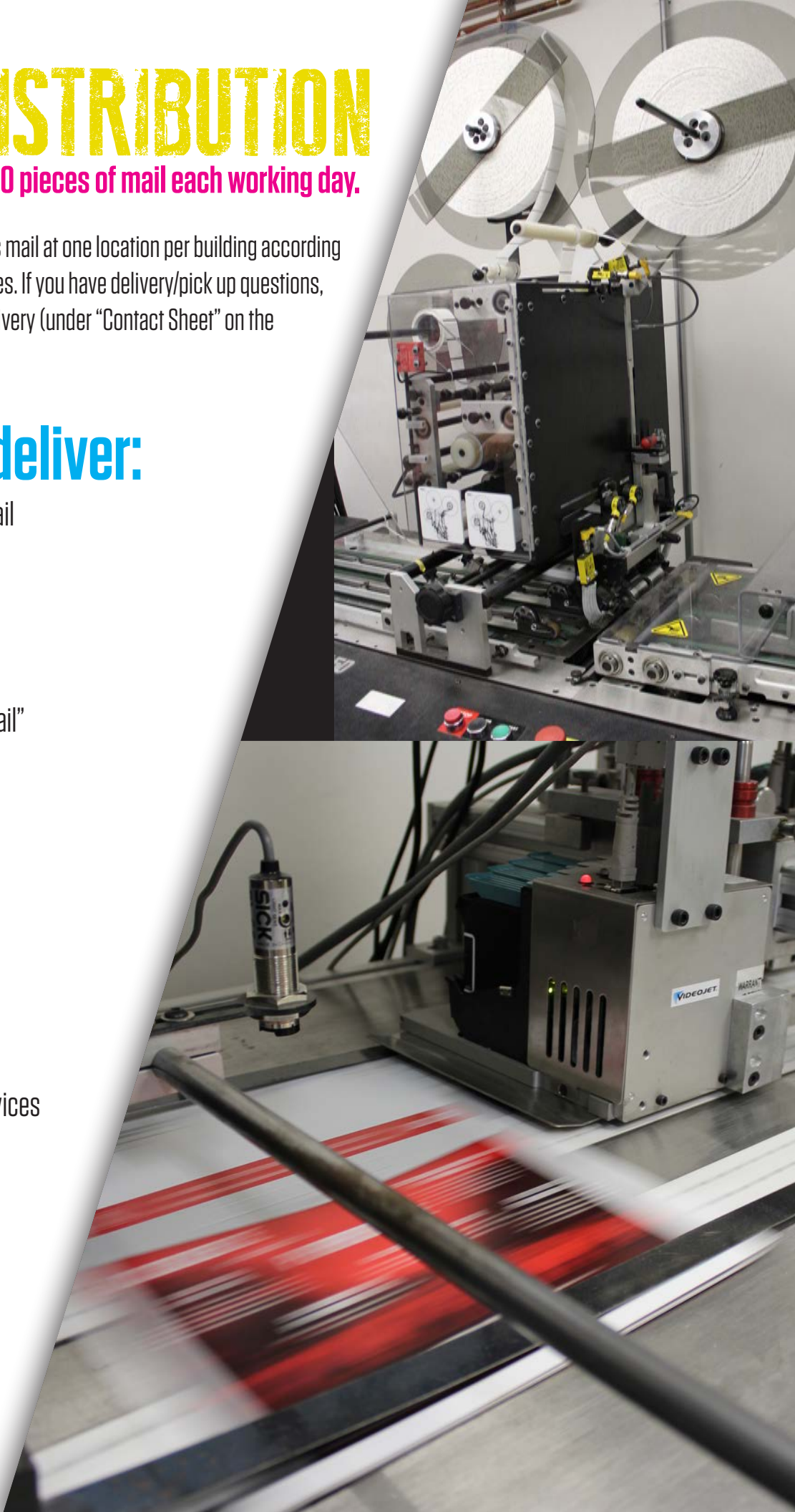
- On campus & off campus mail
- Inter-campus mail
- Courier mail
- UNO mail
- UNMC mail
- State office "inter-agency mail"

## We provide:

- Special pick-up
- Address changes
- First-class mail metering

For more information on the services listed above, visit our website:

[printing.unl.edu/mail](http://printing.unl.edu/mail)



## CONTACT SHEET

1100 N 17TH STREET - LINCOLN, NE 68588-0699

PHONE: (402) 472-9770 - FAX: (402) 472-7051

### COLLECTION & DELIVERY

HOURS: MONDAY - FRIDAY - 6AM - 2:30PM

### MAIL PROCESSING

HOURS: MONDAY - FRIDAY - 8AM - 5PM

[PRINTING.UNL.EDU/MAIL](http://PRINTING.UNL.EDU/MAIL)

#### CONNIE ROHLOFF

MAIL PROCESSING SUPERVISOR

PHONE: 402.472.7535

EMAIL: [CROHLOFF1@UNL.EDU](mailto:CROHLOFF1@UNL.EDU)

#### KAREN OUELLETTE

MAIL ROUTE SUPERVISOR

PHONE: 402.472.2533

EMAIL: [KOUELLETTE1@UNL.EDU](mailto:KOUELLETTE1@UNL.EDU)

#### KEN REINING

MANAGER

MAIL & DISTRIBUTION SERVICES, PROMOTIONAL SALES & BINDERY

PHONE: 402.472.7029

EMAIL: [KREINING2@UNL.EDU](mailto:KREINING2@UNL.EDU)

#### JOHN YERGER

DIRECTOR

PRINT, COPY, MERCHANDISING, MAIL & DISTRIBUTION SERVICES

PHONE: 402.472.5113

EMAIL: [JYERGER2@UNL.EDU](mailto:JYERGER2@UNL.EDU)

# MAILING LIST MANAGEMENT

## We can:

- Process your mail lists
- Produce address labels
- Offer official mail lists for use by UNL Departments
- Handle bulk mailings

Learn more about these services online:

[printing.unl.edu/mail](http://printing.unl.edu/mail)



# VARIABLE DATA

**Personalize** your direct mailers, letters and more with variable images and text to grab the recipient's attention.

A generic postcard normally has around a 1.5-2% rate of return. By adding Variable Data, we have seen **responses increase up to 30%!**

Variable data printing may be the pathway to reaching those additional people. It allows you to customize your message to the individual in your audience.

Today's market often requires that people be recognized as individuals and this method will allow you to connect with them by sending a personalized piece which matches up with what they want and who they are, with a timely message.

Learn more at: [printing.unl.edu/print](http://printing.unl.edu/print)



# CONTACTS

## MAILING LIST MANAGEMENT

HOURS: MONDAY - FRIDAY  
7:30AM - 4:30PM

### JIM APPLEBEE

MAILING LIST MANAGEMENT  
PHONE: 402.472.7330  
EMAIL: MAILLISTMGMT@UNL.EDU

### KEN REINING MANAGER

MAIL & DISTRIBUTION SERVICES  
PROMOTIONAL SALES & BINDERY  
PHONE: 402.472.7029  
EMAIL: KREINING2@UNL.EDU

## VARIABLE DATA

### DEB GREEN

CUSTOMER SERVICE MANAGER  
PHONE: 402.472.7818  
EMAIL: DGREEN1@UNL.EDU

### KEN REINING MANAGER

MAIL & DISTRIBUTION SERVICES  
PROMOTIONAL SALES & BINDERY  
PHONE: 402.472.7029  
EMAIL: KREINING2@UNL.EDU

# OFFICE SUPPLIES

## Order by requisition

- Postage stamps
- Postcards
- Business reply
  - Envelopes
  - Cards
  - Labels

### Please Note:

UNL orders supplies directly from Office Depot Business Services Division. All orders are to be placed with the Business Services Division and **NOT** Office Depot retail stores.

We also take orders for and distribute ethyl alcohol for use in UNL's research labs and science classrooms.

## Supply requests

**(No charge for the items listed below)**

- Postage billing records
- Rubber bands
- Mail trays and tubs
- Shipping supplies for USPS, UPS, DHL, and FedEx:
  - Envelopes
  - Boxes
  - Forms

Learn more on our website:

[printing.unl.edu/officesupplies](http://printing.unl.edu/officesupplies)



# CONTACTS

## UNIVERSITY STORES

HOURS: MONDAY - FRIDAY  
7AM - 4:30PM  
PHONE: 402.472.2286  
FAX: 402.472.7051

### BOB GIER

SUPPLY CONTROL SUPERVISOR  
PHONE: 402.310.8549  
EMAIL: RGIER1@UNL.EDU

### ROGER SPIEHS

ASSISTANT DIRECTOR  
PROCUREMENT SERVICES  
PHONE: 402.472.5741  
EMAIL: RSPIEHS1@UNL.EDU

### KEN REINING MANAGER

MAIL & DISTRIBUTION SERVICES  
PROMOTIONAL SALES & BINDERY  
PHONE: 402.472.7029  
EMAIL: KREINING2@UNL.EDU

### OFFICE DEPOT

UNL ACCOUNT #84215360  
PHONE: 1.888.263.3423  
EMAIL: BSD.OFFICEDEPOT.COM



# PROMOTIONAL PRODUCTS

## We offer thousands of items

that can be personalized with the UNL logo, your department name or lockup, details about your event, or all of the above!

We personalize bags, calendars, drink-ware, key chains, lanyards, notebooks, pens, pencils, stress balls, self inking stamps, retractable banners and so much more.



Visit our **showroom** to see samples of available items.

# CONTACTS

VISIT eSHOP:  
[HTTP://ESHOP.UNL.EDU/](http://eshop.unl.edu/)

EMAIL: [NE-PROMO@UNL.EDU](mailto:NE-PROMO@UNL.EDU)

## CHARLOTTE BOE

PROMOTIONAL PRODUCT COORDINATOR

PHONE: 402.472.7832

EMAIL: [CBOE2@UNL.EDU](mailto:CBOE2@UNL.EDU)

## CHRIS GARDNER

PROMOTIONAL SALES

PHONE: 402.472.7832

EMAIL: [CGARDNER3@UNL.EDU](mailto:CGARDNER3@UNL.EDU)

## PENNY THOMPSON

NAME TAGS - SIGNS

PHONE: 402.472.7824

EMAIL: [PTHOMPSON2@UNL.EDU](mailto:PTHOMPSON2@UNL.EDU)

## KEN REINING

MANAGER

MAIL & DISTRIBUTION SERVICES

PROMOTIONAL SALES & BINDERY

PHONE: 402.472.7029

EMAIL: [KREINING2@UNL.EDU](mailto:KREINING2@UNL.EDU)

**NEW**

RETRACTABLE BANNERS

OUTDOOR TEMPORARY SIGNAGE (with stakes)

2 1/2" BUTTONS

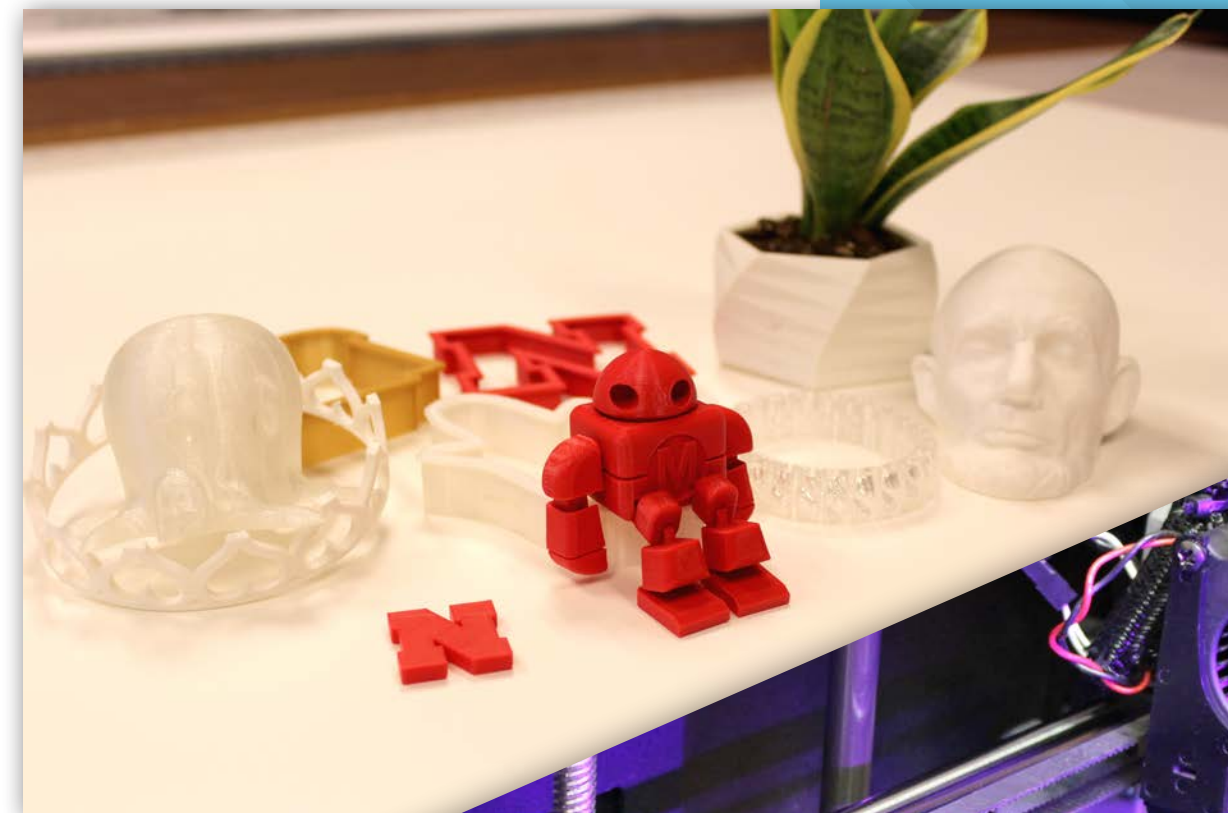
# 3D PRINTING

Print Services offers 3D printing on our **MakerBot Replicator 2 Desktop 3D Printer**.

Clients requesting custom 3D printed objects must provide STL (STereoLithography) files. They may also choose from our selection of items, or find and download free digital designs that we can create from the STL format.

We charge a base setup fee and determine your price based on the weight (in ounces) of the finished piece.

We have multiple color options to choose from and offer bulk discounts for orders of 5 or more items.



# CONTACTS

## EMILY ALLEN

DIGITAL PREPRESS SPECIALIST

PHONE: 402.472.5407

EMAIL: [EALLEN2@UNL.EDU](mailto:EALLEN2@UNL.EDU)

## KIM HAES

DIGITAL PREPRESS SPECIALIST

PHONE: 402.472.4639

EMAIL: [KHAES2@UNL.EDU](mailto:KHAES2@UNL.EDU)

## SCOTT HAWCO

BINDERY SUPERVISOR

PHONE: 402.472.7804

EMAIL: [SHAWCO2@UNL.EDU](mailto:SHAWCO2@UNL.EDU)



# MOVING SERVICES

Moving Services is available for moving furniture, boxes and other miscellaneous items as needed on both campuses.

There is a one hour minimum charge.

Moving Services will provide an estimate of cost when requested. When requesting a move, please send an on campus requisition via campus mail, fax or email.

## Moving Boxes

Moving Services provides boxes with the dimensions of 16" x 12" x 12" for moving. There is a flat rate per box, with an additional hourly rate for delivery of boxes. Departments may arrange to pickup the boxes at 1100 North 17th Street, to avoid the delivery fee.

## We Provide:

- On-campus service
- Table & chair rentals
- Surplus pickup
- Banquet Table Rentals
  - 6' x 30" (seats 6-8)
  - 8' x 30" (seats 8-10)
  - 60" round (seats 6-8)
- Chair Rentals

Learn more about Moving Services & download the Surplus Pick Form from our website:

[printing.unl.edu/moving](http://printing.unl.edu/moving)



# CONTACTS

## MOVING SERVICES

HOURS: MONDAY - FRIDAY

7AM - 4:30PM

PHONE: 402.310.8549

FAX: 402.472.7051

## BOB GIER

SUPPLY CONTROL SUPERVISOR

PHONE: 402.310.8549

EMAIL: [RGIER1@UNL.EDU](mailto:RGIER1@UNL.EDU)

## KEN REINING

MANAGER

MAIL & DISTRIBUTION SERVICES

PROMOTIONAL SALES & BINDERY

PHONE: 402.472.7029

EMAIL: [KREINING2@UNL.EDU](mailto:KREINING2@UNL.EDU)

# RECYCLING

## Toner cartridges

University Services is expanding our recycling efforts.

\*We collect small toner cartridges at Mail Services and large cartridges at University Stores (in original packaging).

Learn more on our website: [printing.unl.edu/mail](http://printing.unl.edu/mail)



## Reduce & Reuse

Make an effort when possible to save and reuse shipping & mailing materials like manila envelopes and packing peanuts.

# SHREDDING

It is our goal to complete the document cycle from creation to destruction, while assisting the campus community with a secure way of destroying old documents. We can pick-up your material, secure the material until shredded and provide a "Certificate of Destruction" for your file.

Pricing for shredding will be based on a cost per lb. basis.



# CONTACTS

## KAREN OUELLETTE

MAIL ROUTE SUPERVISOR

PHONE: 402.472.2533

EMAIL: [KOUELLETTE1@UNL.EDU](mailto:KOUELLETTE1@UNL.EDU)

## KEN REINING

MANAGER

MAIL & DISTRIBUTION SERVICES

PROMOTIONAL SALES & BINDERY

PHONE: 402.472.7029

EMAIL: [KREINING2@UNL.EDU](mailto:KREINING2@UNL.EDU)







PRINT, COPY, MERCHANDISING,  
MAIL & DISTRIBUTION SERVICES

1700 Y Street  
P.O. Box 880641  
Lincoln, NE 68588-0641



**PRINT, COPY, MERCHANDISING,  
MAIL & DISTRIBUTION SERVICES**

Follow us @unlprint



The University of Nebraska does not discriminate based upon any protected status. Please see [go.unl.edu/nondiscrimination](http://go.unl.edu/nondiscrimination).