

Memorandum

To: All UNCW Customers
From: Printing Services
Date: April 10, 2017
Subject: End-of-year printing/design cut-off dates

Printing Services would like to thank you for the opportunity to serve your printing needs during the year. We will be conducting end-of-year inventory as indicated below. If you have any questions regarding this schedule, please feel free to contact Printing Services at 962.3183.

Office of University Relations:

Project requests for printed items requiring design – with final text and images – must be submitted via the “Need OUR Help?” button at www.uncw.edu/our **no later than NOON, WEDNESDAY, MAY 24**. Items for review/approval only must be submitted **no later than NOON, MONDAY, JUNE 5**.

Please contact Marybeth Bianchi, bianchim@uncw.edu or 962.4164, or Jennifer Glatt, glattj@uncw.edu or 962.2840, for more information.

I-Print Business Center:

- I-Print Business Center will close for inventory Wednesday, June 21
- Business Center will reopen Friday, June 23

Copy Orders:

- All quick copy printing Wednesday, June 14
- U-Business (Seaprint) forms Wednesday, June 14
- Returned orders to customer Friday, June 16

Printing Orders:

- Orders to be printed by off campus vendor Monday, June 5
File and paper work to Printing Services
- Stationary items Monday, June 19
- All final print file and paper work to Print Shop Monday, June 19
- All final proofs signed and returned Wednesday, June 21
- Delivery or final print orders to customer Monday June 26
- Printing Services closes for inventory Tuesday, June 27
- Printing Services reopens for business Friday, June 30

NOTE: All orders received after the indicated cut-off date will be placed in the queue for production, delivery and billing in the budget year 2017-18. Orders will be processed in the order they are received beginning Wednesday, July 5, 2017.

If there are special needs and requests for special handling, please contact Printing Services at 962.3183 as soon as possible.