

PRINTING SERVICES

Tara Witte, Manager of Printing Services

Location: ANNEX 22, 601 S Saddle Creek Rd, ZIP: 7000

Telephone: 402-559-4282 / **Fax:** 402-559-9020

Web Online Ordering: www.unmc.edu/printmail (<https://www.unmc.edu/printmail/>)

Email: print4u@unmc.edu

Hours: 7:30 a.m. – 4:30 p.m.

Types of printed materials produced:

- Business cards, appointment cards, announcements, invitations
- Forms (single, carbonless)
- Letterhead, notepads, table tents
- Removable adhesive labels, signs
- Static window clings
- Floor decals
- Labels, nametags, stickers
- Envelopes (department # 9, #10 regular and window, business reply, invitation, catalog and booklet)
- Digital color copies, digital black and white copies
- Tab dividers
- Wide prints, posters, banners
- Newsletters, booklets, brochures, flyers, programs, pamphlets, journals, bulletins
- Certificates

Types of services provided:

- Typesetting, digital editing, scanning
- Graphic design
- Offset printing (from single color to process color)
- Wide format printing (posters, banners, etc. up to 42" wide, up to 100' long)
- Poster mounting
- Laminating (from ID card to poster size)
- Labeling or inkjet addressing, inserting of envelopes, tabbing
- Numbering
- Cutting, padding, folding, collating, stapling, hole drilling, spiral binding, coil binding, perfect binding, embossing, tab cutting, die cutting, perforating
- Dissertations
- Rx pads
- Variable data printing and management