



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: University Print Shop (UPS) - Custom Offset Printing	
Department: Financial Management (University Print Shop)	Reference No.:
Division: Administration & Finance	Issue Date: July 2003
References: N/A	Revision Date: September 2007
Web Links: Print Shop	Expiration Date: N/A

Custom Offset Printing

All custom offset printing, such as handbooks, brochures, original stationary, etc., is priced on an individual basis. If you need assistance in designing your project, our in-house graphic designer is available to discuss options and produce distinctive results. Please call our customer service staff at 985-4501 for a price quote or with any additional questions that you may have.

1. Stationary

Standard stationary items (except business reply envelopes) are printed with the university logo and ruling line. Standard color options include black ink only, black ink text with goldenrod ink (Pantone 123) seal and ruling line, and black ink text with gold foil seal. The black ink text and gold foil seal is also available on the letterheads and envelopes on our 24# recycled 25% cotton content stationary paper only. Black ink only or black and goldenrod inks for letterheads and envelopes are available on both a 20# recycled bond and 24# recycled 25% cotton content papers. All of our business cards are printed on an 80# recycled cover stock. Alternative phone numbers, FAX numbers, e-mails, office locations, etc. may be included/omitted. Remember to include your 9-digit zip code, and if necessary, barcode information. Please note: all business reply mail requires a special 9-digit zip code that will be provided by the Print Shop.

2. Letterhead

Available in regular, half sheet note head, and memorandum styles. Minimum order is one ream (500 sheets).

3. Envelopes

Available in regular and window and in standard sizes from #6 ¼ through #12 as well as invitation and catalog styles. Minimum order is one box (500 envelopes).

4. Business Cards

Standard format University business cards are available in all three-color styles (see #1). Please call for a quote on special requests such as bilingual, two sided or double-sized folded cards. The minimum order is one box (250 cards).

5. Carbonless (NCR) Forms

Prices are based on an 8 ½" x 11" form printed from your camera ready artwork on one side in black ink only, standard color sequence with identical copy on each sheet. Carbonless forms are also available in custom sizes and configurations. Please call our customer service staff for information and pricing at 985-4501. Minimum order is 250 sets.

6. Scannable Forms

We offer custom scantron design and printing. Bring us your next questionnaire. All scannable forms are printed on 70# vellum. Call for a quote.

7. Custom Invitations

We offer a selection of custom cards and matching envelopes, as well as custom paper and envelope combinations. We also offer foiling, printing, and letter press service for preprinted stock. Please call us for a price estimate. Minimum order is 250 sets.

FORMS: Print Shop Work Request Form