

Order Online and Save Time and Money www.myorderdesk.com/uncg

- **Envelopes** - Order #10 Premium (blue & gold) or Economy (blue), Monarch, Catalog, Booklet and Window envelopes. You will view a proof of the return address before submitting the order (minimum order 500). *Submit your order online and avoid paying a \$15 setup charge.*
- **Letterhead** - Order Premium (Blue & Gold) or Economy (Blue), and Monarch size. You will view proof before submitting the order. Minimum order 500.

Also order 1/2 sheet notepads with letterhead formatting.
- **#9 Business Reply Envelope (BRE)** - A Business Reply Envelope fits inside a #10 envelope. If you need a different envelope write instructions in notes to Graphics & Printing. You will view a proof of the return address before submitting the order. Minimum order 500.
- **1,2 or 3 Color Offset Printing** - Use when you want a booklet, tri-fold brochure, postcard or newsletter printed on the press (not copied). A variety of paper stocks are available (maximum size 11 x 17). If your job is not submitted in PDF format, a PDF proof will be generated and e-mailed to you for approval before printing.

Any PMS color and/or black can be selected. Use tints of a color for additional effect.

Convert photographs to grayscale before placing them in your document.

- **Stationery, Notecards and Invitations** - Order flat, panel and fold-over stationery with matching envelopes. Use your own cover design or select standard fold over front panels such as logos or pen sketches of various campus buildings. The standard location for printing a return address on envelopes is the back flap.

Stationery, notecards, invitations and envelopes can be printed in any PMS color or black.

- **Black and White Copies** - Send a PDF, print your file to us using UGP-Copy or attach your file created from a variety of software applications.

A variety of paper stocks and colors are available. Finished products include Booklets (magazine stitched; Comb, Spiral and Velo bound), tri fold brochures, newsletters, fliers, postcards, and corner stapled products. Multiple colored stocks can be run in the same job. *Over 95% of all copy jobs are delivered the same or next business day.*

- **Business Cards** - Order Premium (blue & gold) or Economy (blue) There is a minimum 500 card order if printed, or 100 card minimum for cards if copied. *Submit your order online and avoid paying a \$15 setup charge.*
- **Color Copies or Transparencies** - Send a PDF, print your file to us using UGP-Copy or attach your file created from a variety of software applications. Choose from a variety of coated and uncoated text and cover

weight stocks (maximum size 12x18).

To reduce the cost of tri fold brochures and postcards, we suggest producing the back side in color and the address side in black.

Other items available include booklets, booklet covers and posters.

- **Mailing Labels (Avery 5164)** - The Avery 5164 label is often used for mailing labels or name tags. If placing an order for name tags, enter "n/a" in the address fields following the name (*we will eliminate this field when job is received*).
- **NCR standard 2,3 or 4 part Carbonless Form** - Send a PDF, print your file to us using UGP-Copy or attach your file created from a variety of software applications.
- **Tab order form** - Attach your tab templates to the order form. The body of the tab template can be left blank or printed in B&W or Color. The tabs are always printed in black. Tab templates can be found at <http://ugp.uncg.edu> under the link "Products and Pricing".
- **Post Card Order Form** - You can order all post card formats with this form. We will determine most efficient and economical way of producing your post cards. They can be produced on the B&W copier, color copier or our offset presses.

Visit our web site at

[http://ugp.uncg.edu/](http://ugp.uncg.edu)

Get pricing information, sample layouts, color stock samples and more!