GETTING YOUR JOB PRINTED

As of May 30, 2014, Eastern Washington University will contract with the Washington State Department of Enterprise Services (DES) for university printing needs. DES is a full-service printing and imaging facility that provides service to government agencies, cities, counties and public benefit non-profits statewide.

EWU’s Marketing & Communications (MarCom) Office will serve as the liaison between university clients and the state printer. For custom projects that require writing, editing, photography and graphic design, MarCom’s current timelines still apply. See page 2 or visit ewu.edu/marcom for details. If you have a completed project that is print-ready, turnaround time will depend on the size of the project, but every effort will be made to get your project printed as quickly as possible. The more you can plan ahead, the better we can serve you. For quotes, timelines and other printing questions, please contact one of the following MarCom staff and we will be happy to assist you to ensure a smooth transition:

Shelley Stickelmeyer  
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Director  
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DES PRINTING AND IMAGING SERVICES

PRINTING
Offset sheet-fed printing  
High-speed Web press  
Color digital printing  
Variable-data printing  
Mounting and laminating up to 3’x6’  
Business cards and stationery  
Contract and custom envelopes  
Full-color posters and signs up to 4’x6’  
Continuous, sheet and booked forms  
CD replication

COPY SERVICES
Digital black-and-white and color copies  
Tabs and transparencies  
Inline stapling, saddle-stitching and cover binding  
Electronic ordering by email

FULFILLMENT
One-stop printing, storage and distribution  
Integrated Internet storefront  
Order receipt and payment processing

BINDING AND FINISHING
Cutting  
Folding  
Collating  
Padding  
Scoring and perforating  
Punching  
Stapling  
Saddle-stitching  
Perfect binding  
Cover binding  
Thermal binding  
Spiral, comb and wire-o binding  
Hand collating and assembly

TURNAROUND TIMES FOR PRINTING
Quick copy and color work, letterheads, envelopes, business cards, under 5,000 in quantity: less than 5 business days.
Large press work, over 5,000 in quantity, binding options: approx. 10 business days, depending on order specifications.
Shipping time: less than 2 business days using Fed Ex Ground on state contract.
COMMONLY ASKED QUESTIONS

I used to go to Eagle Printing to get my business cards, letterhead and envelopes. Now what will I do?

MarCom has set up templates with DES for the printing of all business cards, envelopes, letterhead and other commonly printed items. All you need to do is open a job with our MarCom Quality Service Coordinator and we will facilitate the order for you.

Isn’t it going to be more expensive dealing with a printer that isn’t right here on campus? Will I have to pay extra to cover the cost of shipping my printed job back to EWU?

DES has a state contract to ship via FedEx ground, usually on a two-day schedule. Shipping costs are naturally based on the weight of the delivery, but are held to a minimum due to the bulk volume for the state-based contract.

What if the state printer can’t get my job done in the timeframe that I need or the type of print job I need?

Consistent with past practices, MarCom will continue to use outside vendors to provide services that DES is unable to provide, whether due to size limitations, design constraints, quantities or delivery requirements.

How do I go about logging on to the DES site if I want to submit a print job on my own?

Additional information about how you can access DES services directly will be forthcoming from MarCom to the campus community. Please note that these services will not be utilized until after EPCS closes on May 30, 2014.

PROJECT TIMELINES

The following is a guide for the amount of time required to deliver various projects to the printer. The earlier MarCom is aware of your project needs, the better the outcome. MarCom requires this amount of time for your project in order to deliver the project by your deadline.

Please note that several factors are built into these timeframes:

- Time to get your project on our project log
- Coordinating and shooting photography
- Writing and editing content
- Design time
- Exchange of proofs and editing

Allow six weeks for:

- Standard brochure
- Poster/flyer
- Advertisement
- Newsletter
- Postcard mailer
- Web page design
- Email design/distribution

Allow 10 weeks for:

- Booklet brochure
- Advertising/marketing campaign

*Note that these timeframes may change according to project specifications such as photography needs, die cuts, binding, etc.

If MarCom does not receive content within the specified timeframe, we will still gladly facilitate completion of your project. However, we may need to utilize outside vendors and/or other resources that will require costs to be passed on to our clients.