The University Printing Policy

A5.35.0.2

The Publications/Graphics and Branding department serves as an in-house full-service design firm. Our services include publications design, logo usage and branding, and we work with you on your project from the idea stage through final development. Our award-winning graphic designers have the education and experience to give you better product at lower cost, much easier than if you did it yourself. We can create everything from a simple postcard to full color marketing collateral, banners, signage, and specialty graphic work. We use the preferred platform (Mac) and software within the design and printing industries including Adobe Creative Suite. We also support Macromedia Freehand and Quark Xpress. This manual is accurate as of August, 2011. For most recent information about WesternU, consult www.westernu.edu or call the publications department at 469-5612.

A5.35.0.2 — University Publications shall serve as the design and approval point for marketing, recruitment and promotional print and photocopied communications that will be distributed off campus by mail or any other means and for projects intended for broad university distribution. University Publications must be contacted.

The Board of Trustees authorizes University Communications and Publications to produce a Graphics Standards Manual. The manual will be developed with the approval of University administration and determines standard and appropriate print and electronic representations of the University logo and all branding and identity issues in University print and electronic media. All colleges and departments will abide by these standards.

University Publications provides graphic design services for printed materials for the many clients at the university. Our graphic artists develop projects from idea stage to finished printed products with client budgetary allowances. University Publications has developed the Graphics Standards Manual for use in developing all University publications and for requirements in the use of the University logo. All publications that represent the University, the colleges, and all of our programs come through Publications.
The University Logo

The University logo is the identifying symbol for Western University of Health Sciences. Consistent use of the logo enhances the University’s recognition. The logo must appear on every publication. Correct and consistent use will ensure that it acts as a highly recognizable brand identifier for the university.

The logo may be used only in approved form and may not be altered except where otherwise noted. The WesternU logo is the property of Western University of Health Sciences. Any misuse of the logo, or the university’s name is prohibited.

Due to vendor and marketing considerations, the WesternU Bookstore does sell variations of the university logo and name not seen or addressed herein. However, all other campus departments and personnel should abide the guidelines set herein.

The fonts used in the logo text are New Baskerville, a strong, stable font with custom scaling and kerning, and is offset by the simple and modern Stone Sans Bold.

Finally, the positioning statement is set in New Baskerville italic.

There is a horizontal and a vertical orientation of the logo. Either version may be used to best suit each individual project.

LOGO HISTORY: The original logo was designed by our founding president, Dr. Philip Pumerantz in 1977 for the College of Osteopathic Medicine of the Pacific (COMP). When COMP became WesternU in 1996, the logo eventually evolved into the current version. The logo consists of the university circle and caduceus, logo text and the university positioning statement. The logo is designed, and is to be used as, a single unit, not as separate elements (with some exceptions where noted). The circle and caduceus contain the university name, the osteopathic caduceus, mountains representing the university’s Southern California location, and the latin phrase, “Educare, Sanare, Coniunctim”, which translates to “To Teach, To Heal, Together”, the university’s original positioning statement.
Correct Use Of The University Logo — color

In order to maximize the value of the WesternU logo, and to preserve its integrity as a brand identity for the university, it is important that the logo be used consistently and correctly. The following pages outline the proper use of the University logo.

LOGO COLORS (print/web): At present, there are three colors available: black, white, and gold metallic. No other color versions have been approved nor should they be used. The black only version of the logo should be used on white or light colored backgrounds. The reversed version should be used on dark backgrounds. There is a gold (ink) version available and gold foil may also be used.

Hi/lo resolution digital versions of the logo in various formats (pixel and vector) are available from the publications department.

LOGO COLORS (apparel/cloth items): In addition to the white, black and gold versions, logos for these items can also be tone-on-tone. For instance tan fabric with a darker tan or brown logo. Or a dark blue fabric with a light blue logo.
Correct Use Of The University Logo — size/ spacing

SIZE REPRODUCTION LIMITS: Do not shrink the logo so small that it cannot be reasonably read. In order to retain the quality of the WesternU logo, it should never be reproduced so that the horizontal version is less than 2” wide or that the vertical version is less than 1 3/8” (\textasciitilde) inches wide. That is the size that is currently on our WesternU business cards. If due to size/space considerations, the entire logo just will not work, please see page 5.

MINIMUM SPACE REQUIREMENTS: Be sure to leave adequate space surrounding the logo for it to stand out. Maintain a consistent margin of clear space around the logo at all times. Clear space should be equivalent to 1/2 the width of circle and caduceus. This is a general rule as there will be times when the logo will appear on top of a photo or graphic and the space requirement may not be able to be strictly applied.
The “College Centric Logos”

These examples show the approved versions of one of two versions of the college’s logos in horizontal and vertical configuration. Sometimes called the “college centric logos” in that their visual focus is the college over the university. (There is also a “university centric college logo” which is covered on pages 7 & 8 in this guide). These logos were based upon the university logo and were approved by the president, the provost/chief operating officer, and the dean of each college beginning in March of 2006. These are recommended for internal use only or in conjunction with the University logo.

The guidelines listed on pages 3 - 4 apply to the college logos as well.
The "College Centric Logos" (cont)

- THE COLLEGE OF Dental Medicine  
  The discipline of learning. The art of caring.

- College of Optometry  
  The discipline of learning. The art of caring.

- THE COLLEGE OF Podiatric Medicine  
  The discipline of learning. The art of caring.

- THE GRADUATE COLLEGE OF Biomedical Sciences  
  The discipline of learning. The art of caring.
The “University Centric” College Logos

These examples show a second version of the college’s logos in horizontal and vertical configuration. Sometimes called the “university centric college logos” in that their visual focus is the university over the college, although slightly so. The tag line has been removed and replaced with the college. (There is also a “college centric logo” which is covered on pages 5 & 6 in this guide). These logos were based upon the university logo and were approved by the president, the provost/chief operating officer, and the dean of each college beginning in March of 2006. These are recommended for external or internal use.

The guidelines listed on pages 3 - 4 apply to the college logos as well.
The "University Centric, College Logos"

Western University of Health Sciences

College of Dental Medicine

College of Optometry

College of Podiatric Medicine

Graduate College of Biomedical Sciences
Use Of The University Logo — when space/size is a problem

Sometimes the entire logo may not work due to space/size considerations, such as on pencils, or pens, or other small branded merchandise. In those instances, the circle and caduceus or the logo text can be used alone, as in the examples shown here. Generally speaking, when dealing with small sizes, the logo text will be more readable due to its generally larger text size.

The decision to use the circle and caduceus or the logo text by itself should not be made by “personal preference.” They should only be used alone when the entire logo will not work for a particular application. When in doubt, please contact the Publications department.

The guidelines listed on pages 3 - 4 apply to here as well.
The College logos — arm patches, pins

These examples show the correct and approved versions of each of the college’s logos as they were adapted for use as arm patches, (on lab coats, for example), pins, and similar applications. These logos were based upon the college logos and were approved by the president, the provost/chief operating officer, and the dean of each college beginning in March of 2006.

These logos were created mainly for use as patches on lab coats or for lapel pins, badges, etc., where the entire college logo may not work due to space/size considerations. However, they can be used on other items as covered on page 5.

The guidelines listed on pages 2 and 3 apply here as well.

The decision to use the arm patch/pin logo (seal) in lieu of the entire college logo should not be made by “personal preference.” It should only be used alone when the entire logo will not work for a particular application. When in doubt, please contact the Publications department.
Unacceptable logo treatments

The following pages outline examples of improper logo use. If an example arises that is not covered in this book, please call the Director of Publications/graphics and branding at extension 5612.

Do not screen the logo or put text on top if it.

WesternU is one of the largest graduate schools for the health professions in California. Alumni rank among the very top leaders in health care and medicine throughout the country and the world.

Except where otherwise allowed, do not crop out or reconfigure any part of the logo.

Do not recreate or pick parts out to create a new version of the logo.

The discipline of learning. The art of caring.
Unacceptable logo treatments

Do not create unauthorized color versions of the logo.

Do not place logo over heavily patterned or gradient backgrounds such that it is difficult to read.

Do not place other graphics on or near the logo.
Do not modify the angle of the logo.
Typefaces for University/College Names/WesternU

The stationery and other official documents use specific fonts in its design, in conjunction with the University logo system. When using these fonts, the words become a part of the logo system. Consistent use reinforces the WesternU image.

Use New Baskerville for the full name and for WesternU. Note that the full name can be placed on one, two or four decks. Also, note where line returns are placed and do not change them. Point size and leading should be the same (12/12 or 24/24 for example).

Note that “Western University of Health Sciences is not preceded by “the.”

The university nickname is “WesternU”, not “Western University.” If used in a sentence, it is written with no space between “Western” and “U” and no period after.

The nickname should never be used in lieu of the logo.

“COMP” remains the nickname of the College of Osteopathic Medicine of the Pacific.
Please note how addresses are written. You may refer to the Pomona location as the “main campus.”

The WesternU main campus zip code is 91766-1854. Note that “E.” is used for East and “W.” for West. The words street, boulevard, etc., may be abbreviated. College Plaza should not be used in the university address. In addition to this being at the request of the post office to ensure proper mail delivery, College Plaza as a street name was eliminated once Second St./College Plaza was closed and the Esplande constructed.

Use our web address — www.westernu.edu — on everything. You need only to list it once when listing multiple locations.

Listing of colleges should be in the order of founding. If the founding date is the same, list them alphabetically.
**Stationery System - Business Cards**

A coordinated system of university stationery is important to the image of WesternU, and to the dignity of communications from university staff and faculty. Additionally, this standardization reduces costs, speeds delivery, and reduces the amount of hours spent in production.

The present stationery system including layout, content, paper stock and foiling, was designed under advisement of, and approved by, the deans council.

All university college business will be conducted using this approved stationery system. As provisions have been made to accommodate everyone’s known needs, individual colleges, departments, or persons may not create their own stationery, including business cards, apart from the university.

**Do not attempt to recreate the stationary yourself. Stationery orders are placed through the purchasing department. Please refer to the purchasing department for proper ordering procedures.**

<table>
<thead>
<tr>
<th>Name</th>
<th>(909) 469-XXXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>FAX (909) 469-XXXX</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:name@westernu.edu">name@westernu.edu</a></td>
</tr>
<tr>
<td></td>
<td>309 E. Second Street</td>
</tr>
<tr>
<td></td>
<td>Pomona, California 91766-1854</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.westernu.edu">www.westernu.edu</a></td>
</tr>
</tbody>
</table>

The information shown above is allowable under the current design. Either the university or the college logo may be used. Under “title” you may also list your college or department as long as they are a part of your official title. Only phone numbers that the university pays for may be listed. Those numbers not allowed are: personal home; fax and cell phone numbers, as well as personal web and e-mail addresses. Twelve lines of text are available. Please try to keep the amount of text down so that we may be able to separate the name/title section from the numbers section from the address section. The text block as well as the logo, cannot be shifted or moved on the card.
The “Generic” letterhead (shown here) carries the logo and lists only your name, title, and phone/email information. This is the version that most university employees would use.
“Personalized” letterhead (COMP sample shown here) for individual colleges lists only that college. This is the version that those persons in a particular college, including faculty, would use.
Envelopes

The layout for all envelopes is the same, regardless of size, as shown here on this example of a #10 size envelope.

Various sizes/styles of envelopes may be available, including large #13, window, catalog and booklet styles. Check with purchasing for availability.

Up to three lines of text may be used above the address.

“CHANGE OF SERVICE” is required on bulk mailing and is not to be removed. It is not required on individual first class postage.
Note Pads

Name and e-mail address only. Black ink only.

Name

xxxx@westernu.edu
Presentation Cards

As part of the stationary system, purchasing offers presentation cards with matching envelopes. These cards are pre-stamped with the university gold foil logo and come with matching envelopes. They are convenient and cost-effective for invitations, announcements, etc.

The college or department name can be printed in black ink just under the logo on the front (or use your college logo) and your message inside.

Folded Dimensions: 5.25w x 7.25 h.

NOTE: If you plan on running these cards through a laser printer, be sure to consult with the print vendor/supplier before placing your order so that the proper laser printer-friendly paper stock is used.
To order shirts for their events, conventions, etc., students are to contact the director of student affairs. The graphic design of the shirt must be approved by the director of student affairs and director of university graphics and branding prior to printing.

There are no requirements for style or color of shirts. Rules for usage of the university logo or name apply the same as in other cases, that is, the logo may be used only in approved form and may not be altered. For shirts, there are many logo color options. The black version of the logo should be used on white or light-colored backgrounds. The white version should be used on dark backgrounds. Finally there is a tone-on-tone option. For instance, tan fabric with a darker tan or brown logo. Or a dark blue fabric with a light blue logo. (See page 3).

Additionally, the logo must be no less than 3 inches wide and must appear in one of the gray areas as indicated in the graphic on the right.

Do not create a new logo representing the university or your college. A logo or slogan for your event is acceptable as long as it does not compete with the university or college logo.

Other items on the shirt, such as graphics or text, are allowed as long as they are in good taste and written or email approval is obtained for any logos, mottos, etc., owned by other organizations, institutions, companies, etc.
Style and Usage

WesternU has developed some internal rules of usage for use in the *WesternU View* and other publications. With some modifications, the University uses the Associated Press style for its publications and web. Answers to some of the most common style questions are provided here.

Using these rules in typeset publications, such as brochures, ensures overall consistency and a professional look throughout the University. Note that style and usage for letters, forms and other printed material may differ.

If you have questions about style and usage, contact the publications department.

The *WesternU View* magazine uses these rules and the Associated Press Stylebook, as a reference guide. As with many institutions, some variance from the Associated Press Stylebook may apply.

CAPITALIZATION

Capitalize the following as shown:

- Western University of Health Sciences  • WesternU

Academic Departments/Programs

- Department of Physical Therapy Education or Department of Basic Sciences for example.

Administrative Departments

Do not capitalize the names of administrative departments on campus (the admissions office; university advancement, etc.)

In second reference, capitalize University. When referring to WesternU, U should be uppercase.

Names of specialties should be lower case:
*Example*: Dr. Smith specializes in emergency medicine. Susan Smith, DO, is in family practice.

Alumni

Alumnus—male singular
Alumna—female singular
Alumnae—female plural
Alumni—plural male or mixed

Academic/Medical Degrees

No periods

bachelor’s degree—lower case; with apostrophe—or BA or BS
master’s degree—lower case; with apostrophe—or MA or MS
doctorate—lower case—or PhD
DO (doctor of osteopathic medicine)
PharmD (doctor of pharmacy)
MSPS (master of science in pharmaceutical sciences)
PhD (academic degree)
DVM (doctor of veterinary medicine)
MD (doctor of medicine)
DPT (doctor of physical therapy)
MSHS (master of science in health sciences)
PA or PA-C (physician assistant certificate)
MSPAS (Master of Science in Physician Assistant Studies)
MSN/FNP (master of science in nursing/family nurse practitioner)
ADN (associate degree in nursing)
MSN-E (master of science in nursing entry program)
MSN-LM (master of science in nursing, leadership and management)
MSN-CNL (master of science in nursing, clinical nurse leader)
FNP (post-masters family nurse practitioner)
MSN (master of science in nursing)
DNP (doctor of nursing practice)
OD (doctor of optometry)
DPM (doctor of podiatric medicine)
DMD (doctor of dental medicine)
MSBS (master of science in biomedical sciences)
Style and Usage

MSMS (master of science in medical sciences)
MSPS (master of science in pharmaceutical studies)

The Colleges: (historical/alpha order)
When listing the colleges, do so in historical order. Since CDM, CO and CPM were founded at the same time, they are listed alphabetically.

• College of Osteopathic Medicine of the Pacific
• College of Allied Health Professions
• College of Pharmacy
• College of Graduate Nursing
• College of Veterinary Medicine
• College of Dental Medicine
• College of Optometry
• College of Podiatric Medicine
• Graduate College of Biomedical Sciences

Use abbreviations PhD or DO or MD only after a full name and only on first reference.
Use two commas to set off the abbreviation.
WRONG: Pam Smith, DO went to COMP.
RIGHT: Pam Smith, DO, went to COMP.

In most cases, limit the use of “Dr.” to physicians, (either DO or MD).
An academic doctorate can be noted in first reference with PhD.
Do not continue the use of “Dr.” after the first reference.

Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the same reference.
WRONG: Dr. Pam Smith, DO.
RIGHT: Dr. Pam Smith (or) Pam Smith, DO.

Titles in written text should be capitalized only when they precede a name: Professor Pam Smith. Modifiers should be lowercase:
anatomy Professor Pam Smith.
Titles should be lowercase when they do not precede a name:
Pam Smith, professor of anatomy, was named to the board.
Dr. Smith was named chairman.
The pope met with the president.

Names
Bold name only. Pam Smith, DO ’92, went to a conference.

Numbers
In general, numbers 10 and over are expressed in Arabic numerals (10, 11, 2,583).
Numbers nine and under are spelled out. (exception-percentages and ages are always numerical—7 percent or 7-year-old child)
Do not start a sentence with an Arabic number unless it identifies a calendar year:
WRONG: 993 freshmen entered last year.
RIGHT: 2017 will be the 40th anniversary of the University.

Time
Lowercase a.m. or p.m. with periods. If on the hour, use “00.”
WRONG: 10 am. CORRECT: 10:00 a.m.
Avoid being redundant. WRONG: 10:00 a.m. this morning.

Health Care
Use two separate words.

Typesetting items to look for
Spaces — In typesetting most professional publications, there should be one space between sentences, never two. Although two spaces is correct in letters or basic manuals (like this one), if typesetting for a brochure, program, or magazine that is to be printed by an outside printer, use single spacing between sentences.

Quote Marks — Use typesetter quote marks—the ones that look “curly” (“curly ”) not the straight ones. (Straight ones are for inch marks.)
Make sure that the single quote before the year on an alum is facing like this (‘89), not this (‘89). Just remember that the apostrophe goes toward the missing numerals.

Dashes — Use long dashes (called “em” dashes, looks like this —), not two short (or “en,” looks like this --) dashes.

Flush left preferred — In general, do not justify type. Although both the right and left columns will be even, the result will be “rivers” of white space running through the text, which looks unprofessional. In most cases, the publications will look more professional using flush left type (or in some cases, flush right or centered).

Spell check — Get in the habit of doing a spell check right before printing. This will help reduce mistakes made since the last spell check.

When mentioning accreditation by WASC, you must give WASC’s address and phone. Example:

The institution is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC)—985 Atlantic Venue, Suite 100. Alameda, CA 94570. (510) 748-9001. Individual educational programs are accredited by their respective professional agencies.
Submitting a Project

Please read all information in this section. It will help you to help us speed your project along, and help you understand the process, how everyone involved has responsibilities in getting the project done and where it can be moved along or bogged down.

1) Go to the link below to submit a Publications Web Request.
   http://wsprod/pub_webrequest/pwebrequest.jsp

   • You will be prompted to enter basic information such as contact name, requested completion date, a brief description of your project, etc.

   • You must also read and accept the Publications Agreement Guidelines before you can submit.

   • If you have problems submitting, contact the director of publications/graphics and branding at X5612.

The publications department services the entire university, therefore, we normally have several projects in progress concurrently. In general, first priority for design goes to projects from the president’s office and for those from university advancement (publications, media relations, communications, events and programs, development/major gifts). However, we will prioritize to accommodate your deadlines to the best of our ability. Generally, it is impossible to give an exact amount of time that a project will take to complete. This is because everyone involved — you the client, publications, purchasing, the vendors, etc., — are responsible for their own particular parts of each project. Workload, difficulty of the project, multiple draft changes, priorities, vacations, printers press schedules, etc., even the weather, all affect deadlines.

2) Once you submit, you will receive an email confirmation and your project will be assigned to a graphic designer within 24 hours.

   • Upon assignment, a graphic designer will contact you for further details.

   • Please DO NOT submit Word, Publisher, PowerPoint or other improper files designed by someone other than one of our graphic designers. These kind of files are not optimum for offset printing and will likely have to be redone from scratch. Additionally, “pre-designing” the project and then giving it to us to work on is redundant and takes time away from the project. You will get a much better result by bringing the publications department into the process up front so that we can work with you from start to finish.

In the initial meeting, bring as many details as possible about the project:
   - quantity (how many do you want?)
Submitting a Project

- if you have one, bring a sample of another project you like
- budget (how much do you want to spend?)
- mailing info (will be mailed, and how?)

We will go over the job with you, ask questions, make suggestions, etc. Keep in mind there are several things to consider that we will advise you on:
- best size for your particular needs
- paper stock, samples available upon request (there are thousands of weights, colors and textures)
- ink (one, two, three or full-color process)
- fold styles (there are dozens), bleeds, perforations, tabbing, return cards, or any other aspects particular to your project etc.
- post office specs/requirements for mailed pieces (this info is needed at the beginning of the project)

• Deadlines
A backward timeline will be established, starting with the targeted date for receipt in-house of the project. This is worked out with the requester up front so that they are aware that they, as well as publications, must meet their parts of the deadline in order to ensure a timely delivery of the printed material. If any of the deadlines are not met, no matter the reasons, your final delivery date will be affected. Publications reserves the right to add extra days into our end of the timeframe to protect ourselves and the requestor — making sure that the job can be delivered on time.

• Make plans if going on vacation after submitting a project.
If you are going to be absent while we are working on your project, an option is to appoint someone to be our contact while you are gone so that your project keeps moving forward. We cannot complete a project if the requester or the appointed contact is unavailable.

• Choosing/contacting printers
Due to the nature of the business and in the interest of vendor relations, only publications should contact a print vendor. Graphic departments and printers speak their own language. Having them speak with us assures that there are no misunderstandings or miscommunications that could delay or cause errors in your project. If you have a vendor in mind, let us know so that we may add them to our vendor list for competitive bidding purposes.

3) Publications prepares project per approved specifications

• Requester supplies, and is responsible for, the accuracy of the text.
If the job is more than a paragraph, please e-mail or supply a Word
file of the text to us. We can also use text from the WesternU Web site. Remember, the requester gives final approval to the project and therefore is responsible for the accuracy of all text. Keep in mind that your text will be edited to reflect university style.

4) Publications begins the competitive bidding process

• To save money, publications employs a competitive bidding policy.
Once we gather enough information, the project specs, time permitting, are sent to a minimum of three printers for competitive bid. Service and quality, along with price, are the considerations we use for choosing a printer. In general, the project will go to the lowest bidder.

• To save time, the competitive bidding process begins as soon as possible.
Specifications may evolve as the design progresses, but publications will begin the bidding process as soon as it is feasible. This may be done up front, during the design process or not until the project is signed off as approved.

• Publications has a policy of utilizing fair and accurate bidding practices.
Vendors selected to bid against each other are in the same range meaning that their known capabilities are similar.

5) Proofing the project

• The Proofing Process
During the design process, the job may go back and forth from the publications artist to the requester for proofing. This may take one day/one attempt or it may take several weeks/several attempts. It depends upon the number of changes and proofs the requester needs. The final approval is always in writing via email, a green proof approval sheet, or an approving signature on the proof itself. Verbal approval is not acceptable.

• Proofing responsibilities
Absolutely no project is sent to press without a proper approval from either the department head, the budget manager or the requester. No exceptions. By approving you agree the project is “Ready to Print,” and you are certifying that you have read and proofed the project and you are approving everything within the project, that is, text as well as design.
Any errors that appear on both the signed proof and the final printed project, and any reprint costs incurred because of such, are the sole responsibility of the signee. No exceptions. Do not approve the project unless you, or someone you trust implicitly has proofed the project and you are certain it is correct and ready to print.

Any errors that appear on the final printed project, but not on the signed proof, are the responsibility of either the printer or publications and will be resolved as such.

6) General purpose requisition (GPR)

- No job is released to the printer without a PO#. This is for the protection of everyone involved. No exceptions (unless the job is invoiced or a credit card is used).

All print jobs are custom, (that is, very few are exactly alike), and graphic departments and printers speak their own language. To protect everyone involved, we are very specific in regard to each project’s specifications. Therefore, publications will send the GPR specs information to the requester who then fills in any other information asked for such as account numbers. This also helps speed the process when ordering reprints.

7) Publications sends GPR specs to requester. Requester completes info, forwards GPR to purchasing.

While publications can send you particular information needed to complete your PO request, if you fail to process or follow-up on your PO request, it may result in delay or non-issuance of a PO# and is strictly an issue between the requester and the purchasing department.

8) Purchasing issues PO# via e-mail to publications

9) PO is faxed to vendor thereby notifying them to pick up the job.
Delivery of Project

• Unless previous arrangements are made, all print jobs are delivered by the vendor to the mailroom for disbursement on campus. Once a job is delivered to the university mailroom it is mailroom's responsibility to deliver the project to the proper department/persons. This information can be found on the PO that is generated by purchasing.

• If you cannot find your just delivered print project. Please call the mail room and ask where and to whom the project was delivered.