

ABOUT US

Printing and Duplicating Services is an in-house print shop and digital copy center providing reliable, high-quality services to meet the university's printing needs.

We serve the academic, administrative, and affiliated departments of the campus community.

Our goal is to provide our clients with cost-efficient services, which include convenience, flexibility and confidentiality.

We strive to ensure that the printed materials produced present a consistent and positive view of the university.

FSC certification ensures that products come from responsibly managed forests that provide environmental, social and economic benefits.



Printing and Duplicating Services

Duplicating Supervisor

Sharon Lee
slee@esu.edu
570-422-3627

Rosenkrans East

esu.edu/printing



**EAST
STROUDSBURG
UNIVERSITY**

A MEMBER OF PENNSYLVANIA'S STATE SYSTEM OF HIGHER EDUCATION

NOTICE OF NONDISCRIMINATION: East Stroudsburg University of Pennsylvania is committed to equal opportunity for its students, employees and applicants. The university is committed to providing equal educational and employment rights to all persons without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity or veteran's status. Each member of the university community has a right to study and work in an environment free from any form of racial, ethnic, and sexual discrimination including sexual harassment, sexual violence and sexual assault. (Further information, including contact information, can be found on the university's website at esu.edu/titleix.)

In accordance with federal and state laws, the university will not tolerate discrimination. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991 as well as all applicable federal and state executive orders.



For assistance or special accommodations,
please call 570-422-3627.

9/19



Printing & Duplicating Services



**EAST
STROUDSBURG
UNIVERSITY**

esu.edu/printing

OUR ADVANTAGE

As part of the East Stroudsburg University community, we are familiar with academic schedules and deadlines and the need for a timely turnaround for printing and copy services. We are a non profit printing operation. We evaluate and assess every project for the most economical and efficient method of production.

Office copiers and printers are convenient and an economical solution for small copy jobs. However, they can cost you money on larger jobs, when you factor in the cost of toner cartridges, labor and the cost per copy for maintenance. For projects with longer run lengths, we can save you time and money by combining several operations in one on our high speed production equipment. In addition, you can extend the life of your office copier by using our equipment for these high-volume jobs.

Variable Data Printing

Specialty Papers

Brochure Papers

Wide Array of Colors

SERVICES

Customer satisfaction is our number one priority. This is reflective in our prices, the quality of our work and in the value added services we offer our clients. Printing and Duplicating Services is a customer-oriented operation that aims for excellence in quality and service.

A customer service representative is available to assist with planning your projects, estimating your cost, and advising you of the best solution for your project. Consultation with you at the beginning planning stage enables us to provide you with maximum quality, the fastest turnaround time and the lowest cost.

Mailings are coordinated with the mailroom to ensure the fastest turnaround time, highest quality and most cost-effective product.

Contact a customer service representative at 570-422-3627 for additional information.

Our services include:

- Price list online at esu.edu/printing
- High-quality networked digital printing
- Storage and retrieval options for print-on-demand
- Black and white copies from electronic files or paper documents
- Variable data printing, including addressing postcards and envelopes for small mailings
- Mail merge documents
 - Deans' letters
 - Special mailings
- Printing invitation packets
- Multiple paper choices
- 2- or 3-hole punch paper
- Collating and stapling
- Booklets including:
 - Saddle stitch
 - Tape bind in black, white or red
 - Comb bind in black or white
- Ticket numbering
- Folding services including:
 - Letter fold
 - Half fold
 - Double parallel fold

