

RICOH

imagine. change.

Need print & mail services? Aggressive pricing, lightning quick and it's here on campus

Clemson has renewed the sole contract with Ricoh USA, Inc. for providing stationery, digital [printing](#) and [mail](#) services on campus. Ricoh's Print & Mail Services, located in the Dillard building, is the University's source for stationery & digital printing, copying and scanning including all mailings both small and large.

What's in it for you:

Aggressive pricing – on average departments are saving 15%-30% on print projects and can save up to 60%+ on their bulk mail projects

Fast turnarounds – most jobs are completed within two-three business days

Convenient location – located in the Dillard building on the corner of Ft. Hill & Klugh Ave

Quality printing – high quality digital color and B&W presses with experienced staff

Automated envelope stuffing – fast and easy folding stuffing and inserting materials into envelopes from A2 size up to 10"x13"

Extensive product offering – spiral bound books, booklets, brochures, postcards, invitations, stationery including business cards, letterhead, envelopes, lamination, UV coating and more

Complete mailing services – mail consultation; mail planning, mail piece design, size and requirements, list cleansing, addressing, labels, tabbing, sorting, mail merge, bulk mail tracking & reporting, live stamp applying, metering 1st class, presorted 1st class & media rate and more

Print on Demand – print only the quantity you need, no more wasted money on recycling unused print materials

Customize your design – each printed and mailing piece can be unique and targeted to your audience for better responses and more directed content with variable data printing

Parking – Print & Mail Services will pick up and deliver your jobs right to your desk – fast, efficient and you won't lose your parking spot

Easy ordering – you can order your printing on the [Online Print Shop](#) website located in buyWays. Choose your print specs and see real-time quotes. Upload files and view a proof on your computer

For any other information about the Print & Mail Services on campus, interested persons can [contact](#) either:

Carol Geraci, Print and Mail Director – geraci2@clermson.edu, (864) 656-0687

John Gilbert, Customer Relations - johngil@clermson.edu, (864) 656-0330

Print Services Office: cuprint@clermson.edu, (864) 656-0687

Mail Services Office: mailsmart@clermson.edu, (864) 656-7720

Website: Clemson's [PrintSmart](#)