

# Shipping and Duplication Services for Today's Consumer



## Provided Services...

### COPYING

Whether you need 100 color copies or a couple of black and white copies, we can handle your job. Black and white copies begin at \$.05 per copy and color imprints begin at \$.50 per copy. We also offer volume discounts at 150 copies or more.

Our fast response will amaze you. Often times, we will complete your work while you wait.

#### Sample Pricing

#### Black & White Copies

8.5x11 \$.05 per single side

11x17 \$.09 per single side

#### Color Copies

8.5x11 \$.50 per single side

11x17 \$.75 per single side

\*\*Volume Discounts

#### Fax Services

To receive documents (\$.60 per page)

To send documents locally  
(\$1.00 first page/\$.55 each additional page)

To send documents long distance in US  
(\$1.55 first page/\$.90 each additional page)

### DIGITAL PRINTING

Digital printing is the perfect solution when your quantities are small and quality can't be compromised. We can produce your **newsletters, flyers, business cards, brochures, invitations with personalized envelopes, post cards, programs or presentation materials**. It's ideal for smaller print runs because it's both cost effective and delivers quick turnaround times.

The brilliant colors of digital printing will capture your audience's attention and deliver your message. You can use full-color graphics to significantly increase the number of customers who read and respond to your marketing materials. We make it fast and affordable for you to increase your impact with digital printing.

Digital printing is commonly used for personalized marketing, variable printing, book and manual printing. Unlike offset printing, digital printing gives you the flexibility to customize your marketing materials. Whether its 20 or 2000, each piece can be unique with different text, photos, and calls to action. The possibilities are endless with digital printing. In addition, digital printing is today's "green" printing practice because it creates less chemical and paper waste than traditional offset printing. You can print only what you need when you need it and eliminate waste.

For a printing and/or design quote, please contact Letitia Cofield at 410-951-6771 or [lcofield@coppin.edu](mailto:lcofield@coppin.edu).

### WIDE FORMAT PRINTING

If you have something important to say, say it in a big way. We can help you communicate your message with our large format printing services. From eye-catching signs, posters and banners, to informative charts and graphs, or entertaining oversized photos, you can project your brand to more people faster with the use of wide format printing. When you need to get your message out loud and clear, use a sign or banner. They are great for driving foot traffic and informing visitors.

One well-placed display can touch hundreds of people quite quickly, driving traffic to your office or event. We can produce signs in varied and custom sizes. Standard sizes include 3'x5', 3'x6', 3'x8', and 4'x8'.

#### Posters & Banners

Matte Paper  
\$4.00 per square foot

Vinyl Paper  
\$6.00 per square foot

Repositioning Adhesive Paper  
\$8.00 per square foot

Backlit Film for Light Box Displays  
\$12.00 per square foot

### GRAPHIC DESIGN

You know your audience. You understand your market. Now you need someone to help bring your concept to life. Our graphic designer will help you achieve your messaging goals by creating a piece that effectively communicates your ideas. We will give you the sophistication and skills of a larger printing company at a fraction of the cost.

We do more than just create great looking documents. From beginning to end, we help find the right image, select the right paper and colors and the correct finishing and binding options. We welcome an opportunity to produce your next poster, flyer or brochure.

We sell light box frames and can produce the marketing messages on backlit film paper. These illuminated displays provide around-the-clock visibility for your organization's promotions. Stop by to see a sample.



## SHIPPING

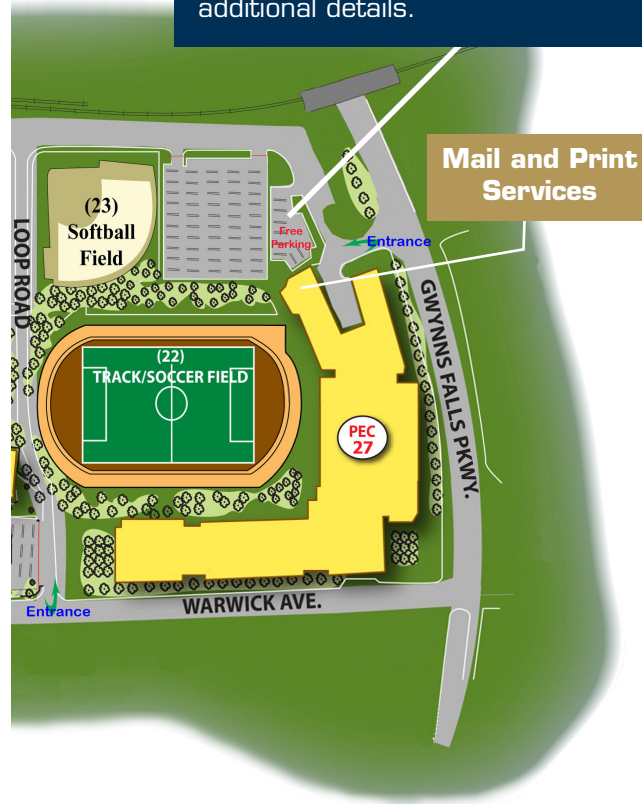
If your letter or parcel absolutely has to arrive at its destination intact and on time, give us a call. We provide service through all of the major delivery carriers (FedEx, UPS, US Postal Service and DHL) at competitive rates. We can pack and ship your package regardless of its size or shape.

We also offer BULK MAIL service for 200 or more pieces of mail.

We will package your item and ship utilizing the most cost-efficient method. Our state-of-the-art technology will tell us which carrier offers the best deal. We service departments, faculty, staff, students and all other community members. Our friendly and courteous staff would love to assist you with your next mailing.

## PARKING

Free parking (15-minute limit) for mail and print services patrons in the Service Vehicles section of Lot H. Call us at 410-951-3750 for additional details.



Forms of Payment:



CSU Eagle Card also accepted.

## GETTING TO COPPIN

### AREA DRIVING DIRECTIONS

#### FROM THE NORTH

Take I-95 South to Baltimore Beltway I-695 West  
Follow I-695 West to Exit 23 (Rt. 83 South)  
Take I-83 South to Exit 6 (North Avenue)  
Turn Right and go to 2500 West North Avenue

#### FROM THE SOUTH

Take I-95 North to Baltimore Exit 50  
(North Caton Ave.)

Please note that Caton Ave. turns into Hilton St., then Hilton Pkwy, then Hilton St again Turn right on North Avenue from Hilton St. Follow for a few blocks to 2500 West North Avenue

#### FROM THE EAST

Take US Rt 40 West (Pulaski Hwy) to  
North Fulton St  
Pulaski Hwy turns into Fayette St  
Turn right on North Fulton St and follow to North Avenue.  
Turn left on North Avenue and go to the 2500 West Block

#### FROM THE WEST

Take I-70 East to I-695 South and follow to Exit 15 (Rte 40 East). From Rte 40, turn right onto Hilton Parkway-Hilton Parkway turns into Hilton St.  
Turn right on North Avenue and follow to the 2500 West Block

Coppin State University  
2500 W. North Avenue  
Baltimore, Maryland 21216-3698  
[www.coppin.edu](http://www.coppin.edu)



**COPPIN**  
STATE UNIVERSITY  
EST. 1900

**MAIL AND PRINT SERVICES**  
Physical Education Complex (PEC)  
1st Floor, Room 179  
2500 West North Avenue  
Baltimore, Maryland 21216  
Phone: 410-951-3750