

Memorandum

To: All UNCW Customers
From: Printing Services
Date: May 2nd, 2022
Subject: End-of-year printing/design cut-off dates

Printing Services would like to thank you for the opportunity to serve your printing needs during the year. We will be conducting end-of-year inventory as indicated below. If you have any questions regarding this schedule, please feel free to contact Printing Services at 962.3183.

Office of University Relations:

Project requests for printed items requiring design – with final text and images – must be submitted via the “Need OUR Help?” button at www.uncw.edu/our **no later than NOON, Monday, MAY 16th**. Print items for review/approval only must be submitted **no later than NOON, Friday, May 27th**.

Please contact Shirl New, news@uncw.edu or 962.4164, or Jennifer Glatt, glattj@uncw.edu or 962.2840, for more information.

- Orders to be printed by off campus vendor: File and paperwork to Printing Services by Thursday, June 2nd
- OUR project request submitted by Wednesday, May 11th

I-Print Business Center:

- I-Print Business Center will close for inventory Monday June 27th, & Tuesday June 28th
- Business Center will reopen Wednesday, June 29th 10:00 am

Copy Orders:

- All quick copy printing last submission day Monday June 20th
- Seaprint forms Monday, June 20th
- Returned orders to customer Thursday, June 23rd

Printing Orders:

- Orders to be printed by off campus vendor Wednesday, June 8th
File and paperwork to Printing Services
- Stationary items Thursday, June 16th
- All final print file and paperwork to Print Shop Monday, June 13th
- All final proofs signed and returned Thursday, June 16th
- Delivery or final print orders to customer Wednesday, June 22nd
- Printing Services closes for inventory Monday, June 27th
- Printing Services reopens for business Thursday, June 30th

NOTE: All orders received after the indicated cut-off date will be placed in the queue for production, delivery, and billing in the budget year 2022/23. Orders will be processed in the order they are received beginning Friday, July 1, 2022.

If there are special needs and requests for special handling, please contact Printing Services at 962.3183 as soon as possible.