

Mailing Services

First Class Mail

Sort and Distribute United States Postal Service Mail (USPS) daily

Daily pick up and processing of outgoing mail and delivery to nearest Post Office and courier service to the Lacey campus

International Mail

First Class letters, flats, APO and FPO addresses
Please be sure mail is clearly identified as international

Bulk Mail

200 plus pieces of identical mail

Advertisements, newsletters, postcards, and form letters

Contact Central Services for complete instructions on how to prepare your mailing

Shipping

United Parcel Service (UPS) is the preferred method of shipping letters or packages that need to be tracked or need expedited delivery

Contact Central Services for more information

Printing Services

Monochrome

White Paper		67# Card Stock	
8 1/2 x 11	\$0.03	8 1/2 x 11	\$0.07
11 x 17	\$0.06	White	
Pastel color paper		Ivory	
8 1/2 x 11	\$0.04	Green	
Canary		Blue	
Goldenrod		Gray	
Buff		Yellow	
Ivory		Gray	
Salmon		110# Card Stock	
Orchid		8 1/2 x 11	\$0.15
Pink		White	
Green		Blue	
Blue			
Gray			

Color

Color		Certificates/Awards	
8 1/2 x 11	\$0.12	8 1/2 x 11	\$0.35
11 x 17	\$0.20	Gray Granite	
12 x 18	\$0.25		
Gloss color		Business Cards	
8 1/2 x 11	\$0.15	10 per page	
11 x 17	\$0.25	One sided	\$0.20
110# Gloss color			
8 1/2 x 11	\$0.25		
11 x 17	\$0.35		

Other Services

Laminating

3 mil 8 1/2 x 11	\$0.15
3 mil 11 x 17	\$0.80
5 mil Index	
3 1/2 x 5 1/2	\$0.35

Comb Binding

Requires 3 day turn around
Black plastic combs with clear front and black back
\$1.10 each

No Cost Services:

Cutting -please contact Central Services
Duplex printing
Stapling- 1 or 2
Hole Punching- 2 or 3
Folding- Z, C, Half, and Half Z
Booklet Making
Collate packets up to 6 different sheets of paper

Contact Central Services for more information

Workroom Printers

Monochrome

8 1/2 x 11 \$0.04

No cost features:

Duplex printing (2 sided)

1 Staple

3 Hole Punch

Scan to Email including
color

Locations:

16-Lobby

20-200

21-279

23-223

33-106

34-139

35-262

Lacey 1-125

Central Services Information:

Located in Building 16 next to the
receiving dock.

Hours of Operation are:

Monday thru Friday

8 :00 am—3:30 pm

Closed from 12-1

Summer hours are :

Monday thru Thursday

7:30 am— 4:00 pm

Central Services Printing & Mailing Services

What can we do for you?

Located in
B16-211

Contact us at:

sbarcelona@spscc.edu

CopyCenter@spscc.edu

mailcenter@spscc.edu

596-5499