

Mail Services

Fold
Insert
Mail Merge

Coursepacks

Customize Your Curriculum

- One Free desk copy
- We'll obtain copyright permissions
- Sold in the JMU Bookstore
- Reprints as needed
- Master file kept on-site for future use

Deadlines

For Guaranteed Delivery by Start of Semester.

Spring: **November 7th**

Summer: **March 15th**

Fall: **June 30th**



Coursepack Request Form

REQUIRED

and can be found at:

www.JMU.edu/PrintServices

and at both print centers.

For More Information About Our Academic Coursepack Service, Please Contact:

Rachael Haberstroh
568-2942
pucketrdr@jmu.edu



We Look Forward to Working With You!



Order Online!

Place Your Order at:

MyOrderDesk.com/jmu

Or Email Us:

PrintServices@jmu.edu

Walk-Ins Welcome!

Hours

Monday - Friday
8:00 a.m. - 5:00 p.m.

Subject to Change in Summer

Two Convenient Locations

Main Print Center

Foundation Hall, 1031 Harrison St.
Phone: 568-7300

East Campus Print Center

EnGeo 1st Floor, Room 1002
Phone: 568-8731

We accept Cash, Check, Flex,
Department ORG. #'s
and Duke Cards.



**FREE Delivery
on Campus!**



Quality Print Services
for University Students, Faculty & Staff
and the Harrisonburg Community

Printing

Posters

Photos

Paper

Specialty Paper

Finishing

Mounting

Laminating

Coursepacks

Mail Services

Printing

Color Prints

| | |
|----------|----------|
| 8.5 x 11 | 28# Text |
| 8.5 x 11 | 80# Card |
| 11 x 17 | 28# Text |
| 11 x 17 | 80# Card |
| 12 x 18 | 28# Text |
| 12 x 18 | 80# Card |

100# and 130# also Available

Black & White Prints

| | |
|----------|----------|
| 8.5 x 11 | 20# Text |
| 8.5 x 11 | 65# Card |
| 11 x 17 | 20# Text |
| 11 x 17 | 65# Card |

Discounts available for higher quantities

Paper

20 #Recycled Paper

Available by ream and case

Colored Paper

20# text Pastel available by ream and case

60# text Bright available by ream and case

65# cardstock available by ream and case

Paper Available in Assorted Colors

Ask Us for a Color Sample Book

Color Printer Paper

Hammermill Text 28# and 80# Cardstock

Available by ream and case



Posters



Up to 58" Wide

Light Weight Matte

Heavier Matte

Gloss

Fabric

Vinyl

Standard Sizes

18 x 24

24 x 36

36 x 48

Other up to 58"

Call for Additional Pricing Questions

New Materials

White Window Cling

One-Way Vision Window Film

Removable Floor Vinyl

Wall Vinyl

Mounting

3/16" Foam Board

Mat Board (black) 16" x 20"

Grommets

Stationery

Order Online at
MyOrderDesk.com/JMU

Business Cards

Letterhead

Envelopes A2, A6, A7, A8, #9, #10, 9x12



NCR

2 Part

3 Part

4 Part

Photos

4 x 6

5 x 7

8 x 10

Finishing Options

Cut

Fold

Collate

Numbering

Crease

Staple

3-Hole Drill

5-Bank Tabs

Clear & Vinyl Covers

Coil Bind

Saddle Stitch (Booklets)

Laminating

We can laminate up to 26" wide

Small Cards

8.5 x 11

11 x 17

Oversize (sq. ft.)