

# Washington College Mail Services Guide

Central Services  
Casey Academic Center  
First Floor, under the stairs

Hours:  
Monday – Friday  
8:30 to 4:30

**Beverly Nickerson**, Assistant Director for Central Services  
**Katie Marge**, Package & Print Services Supervisor  
**Denise Illingsworth**, Central Services Assistant  
**Shawn McClain**, Central Services Assistant

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**Mission Statement:**

The mission of Central Services is to provide the College community with timely and accurate handling, distribution, and processing of all mail and copies utilizing the latest technology and resources available.

**Introduction:**

This Mail services guide is for private circulation only. It has been prepared for use and benefit of the College. This Guide provides useful service information and has been structured to assist you in using mail services to their fullest advantage.

This guide focuses on general topics such as addressing, enclosures, envelopes, and inter-campus mail; and specific information regarding US mail classifications and special deliveries.

Much of the information included in this guide has been compiled from the U.S. Postal Service domestic mail manual. Please review and use this information as applicable to your mail service needs.

Central Services has trained personnel who are experienced and conversant with various mailing requirements and regulations. For special large mailings and for sending out large packages, please inform us at Central Services in advance. This will allow us to coordinate with you and plan effectively to meet your deadlines and at the same time, continue to service the regular needs of the College community without disruption.

If you have any suggestions, comments, or concerns, please feel free to contact me at extension 7282. I look forward to hearing from you.

Sincerely,  
Beverly Nickerson  
Assistant Director for Central Services

## General Information

### Location

We are located in the CAC first floor, next to the Bookstore.

### Telephone Numbers

Beverly Nickerson, <i>Assistant Director for Central Services</i>	7282
Katie Marge, <i>Package &amp; Print Services Supervisor</i>	7112
Shawn McClain, <i>Central Services Assistant</i>	7867
Denise Illingsworth, <i>Central Services Assistant</i>	7425
Front Counter	7871

### Mail Services

Central Services operates from 8:30 am to 4:30 pm, Monday through Friday, excluding College holidays. We accept the College's outgoing mail and inter-campus mail during those times.

Central Services handles all official mailing and shipping requirements of the College. Our primary function is to distribute incoming mail and expedite outgoing letters and packages. We also distribute inter-campus mail.

In order to provide you with efficient and effective service economically, we provide service through various mailing and shipping carriers. Our long experience with these carriers allows us to identify specific services which can best meet your individual needs.

The following U.S. Postal Service (USPS) services are offered by Central Services:

- Certified, Insured, Priority and Express Mail
- International Shipments (non-dutiable items only)
- Sale of basic mailing supplies. Transactions are strictly on a cash or departmental charge basis. No individual charges permitted.

### Delivery and Pickup

The Mail Center has scheduled runs for pickup and delivery of mail for most departments on campus. If your out-going mail is not ready by the scheduled pickup time for your department, it must be brought by your staff to Central Services by 3:15 pm for same-day processing. Mail received after 3:30 will be mailed out the next day.

### Incoming Mail

Incoming USPS mail arrives at Central Services around 10:45 am. This mail is generally sorted by noon. The mail is then delivered around campus according to daily scheduled rounds.

### Addressing Incoming Personalized Mail

All mail should be addressed to

Your Name, Title or Department  
300 Washington Avenue  
Chestertown, MD 21620

### Addressing Incoming Mail to Students

All Mail should be addressed to:

First Name, Last Name, WC# \_\_\_\_\_  
300 Washington Avenue  
Chestertown, MD 21620

### **Outgoing Mail**

#### Outgoing Departmental Mail

Outgoing mail is picked up from departments at the same time incoming mail is delivered. The mail is processed and generally dispatched the same day.

Departments need to separate International mail, First-class domestic mail, mail requiring special attention, and inter-campus mail. The different categories of mail should be bundled and marked separately. Providing clearly marked bundles stating “Inter-campus,” “To Be Metered,” and “Special Handling” will ensure smooth and faster handling. All outgoing mail to be meter stamped by us must have a College return address, including the department’s name. The mailroom will charge the department whose name appears on the letter. Therefore, for proper billing, please ensure that you include your name and/or department on the envelope or mail bundle. Overnight mail must be hand delivered by department for same day processing. If sent through inter-campus mail, the item may not be processed in time for that day’s courier pick up.

The Mailroom has the right to refuse any mailing that may damage the postal equipment during processing. Mail that is not properly packaged will be returned to the office of mailing to be re-packaged. Central Services in not responsible for packaging and addressing items. It is the responsibility of the department to package and address their own packages.

#### Incoming Personal Mail

Unless medical supplies or important overnight letters, personal packages are not permitted to be sent to Washington College. Due to large volume of business related packages received on a daily basis, we are unable to accommodate personal packages.

### Outgoing Personal Mail

You may deposit your personal, out-going, stamped mail in the outgoing tray at your department. Personal mail will be picked up by the U.S. Postal Service at 3:30 pm every working day along with the College's mail. Outgoing personal mail must be sealed and must bear the proper postage.

### Preparation of Outgoing Mail

- Separate self-addressed mail from mail to be metered. All letters should be bundled neatly with rubber bands and should be facing the same way. Individual stamped letters should be sealed before putting in the mail.
- International mail and mail requiring special handling like "certified" mail should be separated and marked with clear instructions.

### Sealing Envelopes

- If you require us to seal envelopes for you, please ensure that they are bundled, facing the same way, with their flaps separate and flat. Unsealed envelopes must be wrapped with a rubber band to keep their contents intact and to ensure smooth handling.
- Our mailing machines do not seal envelopes over ¼" thick. Departments should therefore seal their own envelopes if envelopes fit this criteria. We are also encouraging the use of envelopes with seals perpendicular to the address.
- If you use "window" envelopes, please ensure that the entire address shows through the window. Do not staple enclosures to the window of the envelope. If the address does not properly fit the window, please use an envelope without a window.

### Forwarding of Mail

The mailroom does not forward your mail for you. If you receive mail for individuals who are no longer with your department, cross out the College address completely and list the forwarding address under the words "Please Forward." If you do not have a forwarding address, cross out the College address completely and mark the envelope "Return to Sender, No Forwarding Address." Put these envelopes with your off-campus mail for pickup. If you receive unwanted mail, do not open it. Cross out the College address completely along with the bar-coding at the bottom of the address and mark the envelope "Refused, Return to Sender."

### Accountable Mail

Express mail, certified mail, and registered mail comprise the accountable mail category. This mail is tracked and accounted for. Central Services assumes responsibility for this mail when we receive it on your behalf and this responsibility is discharged only when the item is delivered. Registered mail can not be mailed out by Central Services. This mail must be taken to the post office for mailing by sender.

Carriers deliver mail to us in the afternoons also. Express mail received after the scheduled run for your department has been made will be delivered to you on the same day only on availability of staff. Big parcels and boxes are handled separately and are not

delivered during the normal campus runs. If your department is closed when the delivery is being made or if there is no one available at your department to sign for receipt of the mail, it will be returned to the Mail Center and delivery will be attempted again the next day only. Central Services can not and will not attempt repeated deliveries of the same mail on any particular day. The department may be informed regarding this attempt and they are welcome to come and pick up their mail from Central Services on proper identification.

Central Services reserves the right to decline handling of contagious chemicals, flammable liquids, or live animals for laboratory use. Perishable mail immediately becomes the responsibility of the department the moment Central Services informs the department of receipt of the parcel. This mail will have to be picked up from Central Services by the individual department. Central Services has no provision to refrigerate parcels and therefore will not be responsible for these shipments. Departments requiring refrigerated shipments should advise Central Services in advance of arrival.

### **Inter-Campus Mail**

This consists of mail sent out by WC departments for delivery to addresses on campus. This mail can be a memo for general distribution or items addressed to a specific individual or position within the College. Specific addressee mail, if not in an envelope, should be folded and marked with the individual's name or title and that person's department. Multi-page items must be stapled, not paper clipped. We strongly encourage you to use inter-campus mail envelopes for campus mail. If you use stationery envelopes for inter-campus mail, please ensure that "Campus Mail" is printed prominently on the envelope. If correspondence is not enclosed in envelopes, it should be folded. With inter-campus envelopes, ensure that you use the next sequential address line on the envelope. Inter-campus mailings must be presented in a specific order for distribution. Faculty mailings must be presented in alpha order. Staff mail must be presented in department order. Student mail is required to be sorted by ascending box number order.

The Central Services staff sorts over 1,500 pieces of mail per day. To expedite the process, letters are quickly scanned. We sort mail by name and department. Failure to list the department's name may result in delay or misdirection of your mail. Envelopes with insufficient name are automatically put aside for later research and will result in delivery delays. Do not abbreviate names of people and departments. Abbreviating may cause delays in sorting, besides leading to incorrect deliveries. Properly addressed campus mail is usually delivered the next day.

Confidential material may also be inserted into an inter-campus envelope. The envelope should be sealed or taped shut and marked "Confidential."

### **Campus mailing lists**

The preparation of large address lists for distribution of information is the responsibility of the particular department. The department must ensure that the outgoing mail is sorted according to departments. Doing so will expedite delivery. Faculty mail must be

separated and in alphabetical order. Student mail should be sorted in ascending box number order. Any mail not received in the proper order will be returned to the department of origin for correction.

**Addressing of Inter-Campus Mail**

When addressing inter-campus mail on stationery, the one line format is preferred. We request you avoid three or more lines since such mail can be mistaken for off-campus mail requiring metering.

**Change of Address**

If a new member is added to your department or if a staff or faculty member changes departments or buildings, due notice needs to be sent to Central Services in the form of a memo or email so that future mail may be directed accordingly.

When leaving campus permanently, please provide Central Services with your forwarding address as well as the postal service.

## **General Mailing Instructions**

### **Non-Mailable Items**

Some items such as metal pieces, glass parts, product samples, chemicals, etc., may not be mailed or shipped out. These items, besides jamming and/or damaging the mailing machines, can also cause serious injury to mailroom employees. These mailed articles may be returned to sender. Postal requirements also forbid the shipment of restricted items like weapons or knives. Restrictions vary by country and carrier. If mailing anything besides letters and documents abroad, please contact Central Services for more specific information

### **Non-Standard Mail**

Envelopes and post cards of less than 3 ½” in height or 5” in length or .007” in thickness are considered non-standard and additional charges are levied towards their postage. For more information regarding standard sizes, please inquire with Central Services; we will be glad to provide you with more detailed information.

### **Sizes and Types**

Please determine the proper size and strength of the envelope in accordance with the enclosures. Overly large envelopes fail to firmly hold the contents. The enclosures tend to move around and there is a risk of tearing the envelope and losing the contents. Overstuffing can cause an envelope to burst at the seams and may lead to loss of enclosures.

The size of the envelope should be selected to properly accommodate the contents. For the U.S. Postal System, the two main categories of envelopes are “letter size” and “flats.” Flats are envelopes larger than the maximum letter size, but no larger than 12” high by 15” long and ¾” thick. “Letters” and “flats” are rated differently by the USPS. Green-bordered envelopes are meant for First Class Mail. Avoid brilliantly colored envelopes. If required, you may use light-colored envelopes for legibility

### **Letter Sizes**

To qualify for automated processing by USPS, letter-size mail must be rectangular in shape and have a ratio of height to length between 1:1.3 and 1:2.5.

For a letter to be considered as a standard size the following dimensions must be met:

Heights

Min. – 3 ½”

Max – 8”

Length

Min. – 5”

Max – 11 ½”

Thickness

Min. - .007”

Max – ¼”

Note: Maximum thickness for automated processing is ¼”.

### **Padded Envelopes**

These envelopes contain a cushioned lining to provide a degree of safety for mailing small and fragile merchandise. These are available for sale at the Central Services counter and in the Bookstore.

### **Sealing of Envelopes**

Central Services has provisions for automatic sealing of standard-size gummed envelopes. Please leave the envelope flaps separated and flat down, and then secure them with a rubber band. If forwarded to Central Services in this manner, the envelopes bypass sorting and are directly moved to the sealing and metering machine.

### **International Letter-Size Envelopes**

International Mail letters may be placed in “International” envelopes. These envelopes have a red and blue border, are easily identified as international mail, and assist in expedited sorting. Red and blue bordered International envelopes should not be used for domestic mailings.

### **Proper Addressing**

The following addressing format is recommended to ensure efficient handling and delivery by the U.S. Postal Service.

The complete mailing address should be located within the lower right-hand corner of the envelope. Extraneous printing or markings should appear as far away from the address as possible. Sender’s address should be located in the upper left-hand corner. Central Services will not label your envelopes. This is the department’s responsibility.

- Type or machine-print complete address
- Ensure print is clear and sharp
- Use standard business fonts. Address characters should not touch or overlap
- Black ink on a white background is best
- Maintain a uniform left margin
- Use upper-case letters
- Omit all punctuation
- Include floor, suite, and apartment numbers wherever possible
- Include name of city, state, and ZIP Code in that order
- Use standard two-letter state abbreviations in capitals
- For international mail, print the country’s name in capital letters without abbreviations
- If using window envelopes, ensure that the entire address is always visible

If both the street address and the PO Box are mentioned on the same line in the address, the mail will be delivered to the Post Office Box.

Address labels if used on parcels, packages, or large envelopes must also be addressed according to the above recommended format. Improperly prepared labels will be returned to departments for correction and/or completion. Labels must be applied parallel to the bottom edge of the envelope to be processed by the USPS automated equipment.

### **Parcel Sizes**

Various carriers follow different guidelines for measuring parcel sizes and charge an extra fee called “dimensional weight charge” for parcels whose overall dimensions necessitate a larger postage fee than that required on basis of the parcel’s weight alone. In view of this, please avoid loosely packing items into unnecessarily large boxes.

### **Post Cards**

**If post cards are done in house at central services, you must use stamps from the post office. Our postage machine can not handle that type of paper in the machine. Please check with us about sizing and colors, our postal machine does not like dark colors.**

## **Other Mail Services**

### **Large Mailings**

We offer discounted bulk mailing programs for mailings consisting of 200 pieces or more. Depending on your delivery needs, these programs can reduce postage costs by as much as 50%. To learn more about this service, contact Central Services.

We require advance notice to effectively handle and process specialized or large mailings comprising 1,000 or more identical pieces. Before a large or specialized mailing gets too far into the planning stage at the departmental level, please discuss it with the Mail Center to ensure that your mailing program remains cost-effective and timely.

### **Courier Services**

We use various courier firms for mailing out letters and packages. We use various domestic and international private courier services to draw maximum benefit for the College community. We handle Federal Express, UPS, and USPS services.

Couriers often supply specialized envelopes and “paks” for use with their service. Packaging is the responsibility of the mailer. You must ensure that packages are adequately sealed and packed to be acceptable for shipment by couriers.

When using Express courier service, a complete address and telephone number of the consignee are required to ensure speedy delivery. An appropriate request note or message must be sent to us for mail to be shipped by specific couriers. With the exception of the U.S. Postal Service, domestic PO Box numbers are not accepted addresses by most courier delivery services. For most rural locations, Saturday delivery may not be available. Please check with Central Services for specific information.

U.S. shippers have no control outside domestic borders. Shipment delivery can be affected by local politics and unforeseeable conditions, which are outside U.S. jurisdiction. Hence, carriers can not guarantee a specific date of delivery overseas. If shipping commodities or gift articles outside the U.S., a “Commercial Invoice” or “Customs Declarations” will have to be completed.

The responsibility of the Mail Center is exercised when mail is processed properly and handed over to the courier. From that point on, the courier becomes accountable for the mail. Although we may guide and assist you in tracking lost or missing shipments and in following up with couriers, we assume no other responsibility. All claims are determined by individual carriers.

Selection of couriers also depends upon the time the delivery is required to be made to the addressee and the destination. (65% of “Overnight Mail” does not need to arrive at the destination at a specific time)

Most couriers, with a few exceptions, offer next-day and second-day services. Most couriers schedule deliveries at 10:30 am, noon, and 3:30 pm. Price schedules vary as per

service levels, delivery times, and amongst various couriers. At the Mail Center we try to locate the ideal courier for your services and get you the best deal.

Courier accountable mail is tracked by “Airway Bill” numbers. We track inbound and outbound courier mail by account numbers and department names. We maintain records by sender’s name, department, account number, transaction date, airway bill, or courier for up to one year.

### **United Parcel Service (UPS)**

We presently offer Ground, Second-Day Air, and Next Day letter and package service through UPS. Transactions are on cash basis only or they may be charged to department accounts. A form must be filled out by the sender and given to Central Services personnel at time of sending. The cutoff time for accepting mail for UPS to go out that day is 3:15 pm. This service is ideal for parcel sending and provides up to \$100.00 insurance at no extra charge and can be insured for more with a fee of only 1.95 cents for each additional \$300.00. This service provides the sender with a tracking number for convenient tracking of delivery time.

### **Federal Express (Fedex)**

Federal Express offers overnight and two day letter package service. The cutoff time for accepting Fedex packages to go out same day is 2:00pm. Anything received after that time will go out the next day. If we process a Fed-ex package after the pick-up time, it is the responsibility of the department of mailing to take package to Fed-ex box down town if they require the package to go out that day by 4:30p.m.. This service is best suited for overnight letter services. This service provides the sender with a tracking number for easy tracking of delivery date and time.

### **U.S. Postal Services (USPS)**

We offer the following USPS services:

- Express Mail
- First Class Mail
- Priority Mail
- Standard Mail A (Bulk Mail)
- Media Mail (Book Rate)
- Certified Mail
- Insured Mail

Rates of all services are subject to change without notice.

### **Express Mail**

This is an extremely reliable and fast delivery service from the USPS. This service is available for all major zones in the U.S. and 84 foreign countries. Express Mail provides for shipment of letters, documents, and other mailable items, and carries document reconstruction insurance at no additional cost. You may mail up to 70 pounds. This service offers next-day domestic delivery six days a week at no extra charge in most areas some may be 2 days.

Express mail offers a variety of other service options to meet your mailing needs. The options are:

- Delivery to Post Office Box
- Express Mail International Service

Mail requiring this service must be delivered to Central Services by 3:00 pm to make that day's mailing. A proper request note must accompany each piece.

Domestic Overnight Delivery is guaranteed by the U.S. Postal Service and provides for a full refund of postage amount if the mail is not delivered as scheduled. International delivery times may vary by country of destination. Due to lack of Postal Services' control over international situations and foreign delivery systems, no guaranty or refund of fees is offered.

### **First Class Mail**

The following are considered First Class matter and must carry postage at First Class or priority mail rates.

- Matter wholly or partially handwritten or type-written (including identical copies prepared by automatic typewriter), originals or carbons, invoices (except when accompanying the matter to which they relate), postal cards, post cards
- Matter sealed against postal inspection
- Bills and statements of account
- Forms with written figures charging items or prices
- Blank printed forms filled out in writing, including canceled or un-canceled checks

A computer printout may or may not be determined for First Class mail depending upon its content. Please contact Central Services for additional information.

### **Priority Mail**

Priority Mail service should be used for First Class mail requiring expedited delivery within three days. All First Class mail exceeding 11 ounces but not exceeding 70 pounds is automatically considered "Priority Mail." However, there is no minimum weight limitation and at the option of the mailer, any mail weighing less than 11 ounces can also be processed as Priority Mail. Priority Mail is normally delivered within two to three business days, but this is not a guaranteed service. For up to one pound weight, the flat rate fee is \$4.95. Use Flat Rate "Priority Envelopes" when possible. These envelopes are free and allow up to one pound of weight for \$4.95.

### **International Mail**

Except for certain restrictions, most items are mailable to foreign countries. Please contact Central Services to determine specific classification and required documentation. If customs regulations are not followed and documentation is not proper, items may be impounded by foreign customs. Domestic and foreign customs regulations do not offer

special concessions to any specific courier. Thus, irrespective of the carrier used, you must comply with the local customs regulations.

For letter-sized items, use the special Tyvek® Red/Blue-bordered envelopes. This will enhance service and expedite their separation from Domestic mail during sorting by mail houses. The last line of any foreign address should be the country name spelled out in capital letters in English.

### **Certified Mail**

This provides you with a mailing receipt. A record of delivery is maintained at the recipient's post office for two years. The new rate for certified mail is \$2.80. A return receipt to provide you proof of delivery can be obtained for an additional fee. Certified mail service is available only for use with First Class Mail. No insurance coverage is provided. A numbered label and completed "Return Receipt" must be filed and affixed to each letter. Labels and Return Receipts can be obtained from Central Services.

### **Registered Mail**

Registered mail is the highest security mail the USPS offers and is available with or without postal insurance. Items without provable value do not require insurance. The registered mail system is designed to provide added protection for valuable mail and postage insurance may be purchased to cover articles valued up to \$25,000. Registered Mail incorporates a system of receipts to monitor registered articles from the point of acceptance to delivery. Return receipt and restricted delivery services are available for additional fees. Added security measures may however delay the delivery by 24 to 48 hours.

### **Insured Mail**

You can obtain reimbursement for domestic mail that has been lost or damaged by having it insured. For merchandise mailed as Priority, First Class, or Standard Mail, insurance up to \$5,000 is available. Express Mail service offers up to \$100.00 insurance at no extra charge.

### **Return Receipts**

A return receipt offers proof of delivery. This is an optional service and it is available for insured, certified, registered, and domestic express mail shipments. The return receipt identifies the article number of the mailing, the person who signed receipt for the letter, and the date of delivery to the addressee. It is not necessary to use return receipts with all certified or registered mailings. Be sure to identify your department on the address portion of the return receipts so that we can route them back to you on receipt.

Charges for Return Receipt at time of mailing:

- \$2.30 – To whom delivered and date

### **Delivery Confirmation**

The charge for Delivery Confirmation is \$.70with Priority Mail or \$.80with First Class parcels and package service.

### **Oversize/Underweight Mail**

First Class, Third Class, and International Letter Class Mail weighing one ounce or less is non-standard if it exceeds any of the following standard limits:

- Width: 6 1/8 inches
- Length: 11 1/2 inches
- Thickness: 1/4 inches or if its aspect ratio (length divided by width) does not fall between 1:1.3 and 1:2.5 inclusive

Additional charges are payable for mailing non-standard sized articles.

Mail pieces which are less than the following dimensions are non-mailable in the USPS and will be returned to you:

- Width: 3 1/2"
- Length: 5"
- Thickness: .007" (Thickness of a postcard)

### **Standard Mail (Non-profit bulk)** - *Procedures for mail prepared by departments; only domestic mail qualifies*

All pieces must be identical in size, weight, and number of enclosures. Each piece must weigh less than one (1) pound. There must be a minimum of 200 pieces or total weight must be at least 50 lb. Individual pieces must be rectangular in shape and measure not less than 3 inches in width and 5 inches in length. Each piece should have a printed College address only on the face. This must be followed by a separate line containing an ancillary endorsement. Either "Change Service Requested" or "Address Service Requested" must be included in line under the return address. Please contact the Mail Center at x7282 before preparing these mailings and we will be happy to assist you in proper presentation. Extraneous information and artwork (except College logo) has to be avoided. It is the responsibility of the department to prepare mailings in ascending ZIP code order. Please provide total quantity and department account number with each mailing. Any bulk mailings received out of zip code order will be returned to the department of origin for correction. **It is the responsibility of the department to deliver said mailings to the Chestertown Post Office upon completion.** Mailings are accepted at the post office between the hours of 10:00am-Noon and 2:00pm-4:00pm, Monday through Friday.

### **Business Reply Mail (BRM)**

BRM service enables mailers to receive their replies by First Class mail by paying reply postage only on the mail which is returned to them. We will guarantee payment of the appropriate First Class postage, plus a handling charge per piece, to the U.S. Postal authorities on your behalf. If you decide to design a Business Reply envelope or card, please consult us for advice on the proper format.

## **Copy Center**

Central Services provides copy requests for the campus community. All copy requests must be accompanied by a copy request form or sent electronically to Copy Center personnel. We also accept thumb drive applications. [LINK HERE](#) The cost per copy is 5 cents. An additional charge is added for specialty paper. This includes bright paper and card stock paper. Color copies can be obtained from Central Services starting at 25 cents per copy. Prior approval is required before color copy jobs are run. Copy jobs are filled in the order in which they are received. Most jobs are completed within 24 hours. During peak periods please allow 72 hours for copy requests. Large manuals require at least two weeks to complete during these peak times. It is the responsibility of the individual departments to pick up copy jobs when complete. Departments will be notified by email or phone when copies are completed. Due to space restrictions, we request that you pick up your copy jobs in a timely manner. Central Services does not proofread or edit your work. Copy jobs must be presented ready to be copied. We do not cut, assemble, hand staple, hand hole punch or bind copy jobs. Due to copyright restrictions, we do not copy books or large bound originals.

## **Copy Paper**

Central Services carries a variety of paper in several colors and sizes. We carry the following colors and sizes

White Letter Size (8-1/2 x 11)

White Legal Size (8-1/2 x 14) Also available in pastel Yellow, Blue, Pink, Green

White Ledger Size (11 x 17)

Pastels Shades

Blue, Pink, Green, Yellow, Goldenrod, Ivory, Gray, Lilac and Salmon

Card Stock Letter Size (67lb. Paper)

White, Ivory, Gray, Lt. Blue, Yellow, Green and a variety of bright colors

The copy area can be contacted at x7112 or x7425 for a more detailed description of services offered. Please check with the Copy Center before ordering specialty paper for copy jobs. Not all paper will copy in the campus copiers. Some may jam and damage the machines. This damage will not be covered on the copier contracts.

## **Paper Folding**

Central Services offers single sheet paper folding. We can fold in a variety of types and paper sizes. Folding requests are filled in the order in which they are received. Most requests can be filled on the same day.

