

DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services
Subject: Copy Center Services
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The UM-D Copy Express, located in 1290 University Center, provides copy services to students, faculty and staff. We offer a wide range of quality services for your printing needs including full custom finishing services. We also provide paper products and other specialty items such as blank invitations, certificate stock with seals, desktop paper or linen paper, UM-D embossed invitations with matching envelopes and UM-D business cards and letterhead. Office hours are Monday through Thursday 8:00 a.m. - 5:00 p.m. and Friday from 9:00 a.m. - 4:00 p.m. Visa, MasterCard and Discover are now accepted for copy services and products.

SPECIFIC PRODUCTS AND SERVICES

- One sided-two sided copies while you wait
- Reducing of printed material (any reduction /all increments)
- Color Copies
- Collating/Stapling/Folding
- Plastic Spiral Binding
- Coil Binding
- Banner Making
- Transparency Making (black or full color)
- Laminating (22" max width)
- Resume printing while you wait
- Resume paper purchase
- NCR Carbonless forms
- 11 x 17 copies
- Labeling
- Perforated Paper orders

PAPER COLORS AND SIZES AVAILABLE FOR PRINTING

- 8 ½ X 11" White, yellow, blue, green, pink, goldenrod, gray, ivory, salmon and others as requested. We also have florescent colors such as: pulsar pink, sunburst yellow, fireball fuschia and lunar blue
- 8 ½ x 11" white
- 3-hole drilled white

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- 8 ½ x 11" specialty watermark paper (with matching envelopes) for resume printing, designer paper, theme papers or certificates
- 8 ½ x 14" white (and colors as requested)

The Copy Express offers a wide variety of special paper stock including report covers and parchtones for special orders. Cardstock is also available in colors such as: white, yellow, blue, pink, green and buff (used frequently for making postcards and tickets).

Layout Design

For helpful suggestions on copy layout/design contact Melisa Wilson at 593-5576 for advice or assistance. For orders requiring layout modifications, additional charges may be assessed.

For additional information and forms go to the Copy Express web page at :
<http://www.umd.umich.edu/universitycenter/copyexpress/>.