



# Docu-News Quarterly

Document Services • Mail • Warehouse • IUTV • CampusAccess

October 2008

## Quick Updates:

### Returned Mail Could Cost You

Starting on November 23 undeliverable mail will be returned by the USPS, with a new address if possible, AND a return mail fee. The charge for a 1st class letter is \$.50 per piece.

Contact [Mail Services](#) or [Printing Services](#) to learn more.

### Need to Shred Documents? Now it's even easier!

Shredding services, available through the IU Warehouse on the Bloomington campus, now comes with a new convenient way to have your documents picked up. Departments can now arrange for the IU Warehouse to pick up your documents sooner, at a convenient time, and a lower price.

Visit [document.indiana.edu/iuwarehouse](http://document.indiana.edu/iuwarehouse) for more information.

### Large Printing at IU Photo

Show off your message with a large banner printed from IU Photographics. Large banners can be printed on a variety of material including; indoor/outdoor vinyl, fine art photo paper, posterboard and polyester, or professionally framed campus images. Many of these large banners can already be seen across campus, including posters for the IU Auditorium, IU Bookstore and Assembly Hall.

Visit [www.document.indiana.edu/iuphoto](http://www.document.indiana.edu/iuphoto) for more information.



### Easier online ordering at MAXI MAXI unveils a new ordering process

From sorting and stapling to copying and collating, Maxi's new Digital Storefront means you can order document duplication 24/7. The new storefront system let's Maxi customers submit and preview jobs online, doing everything they used to do by e-mail or courier pick-up along with follow-up phone calls. Now, a Web based submission site lets high resolution .pdf files become the means for placing clear, detailed orders, for clean, sharp copies of forms, syllabi, and all your other hard copy needs. Visit Maxi's new Digital Storefront at <http://storefront.document.indiana.edu/DSF/storefront.aspx>



### New Technology at Printing Services The new upgrades will allow a quicker turn around and improved accuracy

A new computer platesetter system and a fully digital prepress workflow system on North Rogers Street means the customer sees the benefits of a full color proof that very closely matches the colors that will actually print on the press. This upgrade allows Printing Services to respond to customer needs and match or exceed proofs from commercial printers. Along with the new technology comes a new Web based interface giving clients the advantage of online ordering, and half off addressing expenses when you choose Printing Services as the Guttenberg of your choice.

## ClassPak Scan to File Service

Many departments are filled with space-taking file cabinets full of data that they are not sure how to handle. ClassPak Custom Publishing has your answer. Those files can be scanned and saved in to a digital format for safe keeping and easy access. For more information regarding this service contact [Bill Street](#) at 856-1583.

Place your order today - [www.document.indiana.edu/printingservices](http://www.document.indiana.edu/printingservices)

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## Check out IU PHOTOGRAPHICS

High quality photos taken at a price any campus unit can afford

Need a professional quality photo, but can't afford the price commercial photographers charge? You may find the price point you've wished for at IU Photographic Services. Located in Eigenmann Hall on the northwest side of the Indiana University Bloomington campus, Ric Cradick brings the kind of consultations and results only decades of experience can provide, while only charging only \$95 an hour with unlimited usage rights. Photographic Services provides clients with both an old-fashion, hard copy contact sheet, and, new fangled electronic media along with all the prints you're thousand words worth of pictures can provide.

For more information, contact IU Photographic Services at [document.indiana.edu/photo](http://document.indiana.edu/photo).

Document Service Centers is a division of Auxiliary Services  
and Programs at Indiana University, Bloomington Indiana

[www.document.indiana.edu](http://www.document.indiana.edu)

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