

Fall 2009

The University of Iowa  
Business Services  
newsletter

# into print

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## Storefront project moving along



Printing Services has moved into phase two of its

Storefront project, which is a new, online ordering process for print orders. An article about phase one was published in the Spring 2009 issue of *Into Print*.

In the second phase, Business Services staff are working with Information Technology Services to integrate some of its data bases with the Storefront system. This will allow the system to prefill most of the order forms' fields (i.e., name, department, and campus address) for any individual who logs in.

"We're trying to implement cost-saving solutions," says Terrell Hunter, Business Services systems administrator. "Take business cards. We're turning a complex ordering process into a simple one."

"Now, the customer provides information, the customer service rep processes it, and someone determines which template to use (between the standard University, UIHC, and UI Children's Hospital, there are 14 possible templates). Someone types the information and puts it into the template, someone proofs it,

(continued on page 3)



## Hawk heaven opens at University Surplus



The new Hawk Room at Surplus, filled with Athletic Department surplus items, has been a resounding hit. Hawkeye apparel in stock includes football jerseys, baseball jerseys and jackets, track shoes, sweatshirts, tennis and other t-shirts, polos, turtlenecks, and more. There also are a few Alamo and Capital One Bowl shirts, jackets, and hats.

The football jerseys, worn during last year's Hawkeye games, sell for \$100 each through eBay and at Surplus. A roster is kept on hand so buyers can choose whose jersey to buy. There are a few duffel bags and lots of canvas briefcases produced for football clinics.

"The vast majority of the things here are new," says Adam Kinney, a student employee who is majoring in management information systems in the Tippie College of Business.

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## Cambus orders new shelters



Cambus has ordered four new shelters with funds from an American Recovery and Reinvestment Act transit grant. The shelters should arrive by November. One will be placed immediately at the Main Library. This is a heavily used bus stop, and the addition of a shelter should be a welcome improvement. Cambus is currently evaluating and prioritizing other locations for potential placement of the shelters. —Brian McClatchey





## Copy Center perking along at Mossman Building

Copy Center 2 (formerly #7) employees pause for a portrait at their new walk-up countertop. With the usual workload, fall-semester coursepacks, and Iowa City schools' orders, they have kept busy. From left are UI student employees Valerie LaRoy, a nursing major, and Phillip Miles, a health science major, and full-time Copy Center employees Kathy Gregory, Gary Sammons, and Tracy VandenBerg.

## Mailing software improvements made



Customers who review their mailing charges on line will find a new option that may speed up their searches: it is now possible to search by financial period as an alternative to the begin and end dates.

For those unfamiliar with the service, customers log in using their Mailing Services account number to find their charges for a given period of time. The report includes what type of service was provided, how many pieces were processed, what the charges were, and the MFK number that was charged.

Charges for both metering and bulk mail are on line. To review your charges, go to [www.uiowa.edu/printmail](http://www.uiowa.edu/printmail) and follow the "Check charges" link.

## Preq training completed for General Stores customers



Gary Anderson from General Stores and Chris Leichty from Purchasing and Accounts Payable have completed sixteen training sessions for the new Preq application, training more than 450 UI staff. We hope the sessions were fun and informative—we really enjoyed providing the training. —Gary Anderson

## Parking offices now accept credit cards



As mentioned in the Spring 2009 issue of *Into Print* ([www.uiowa.edu/printmail/intoprint/intoprint.shtml](http://www.uiowa.edu/printmail/intoprint/intoprint.shtml)), customers can use credit cards to pay for their parking fees in all University parking facilities. Now, credit cards can also be used in the University's parking offices.

In August, staff received training and began accepting MasterCard and Visa to pay for various items, including parking tickets, permits, and bus passes. Customers paying by credit card can also pay over the telephone, making it even more convenient.

However, in order to receive pre-tax benefits on parking permits and bus passes, faculty and staff need to pay for these items by payroll deduction. —Michelle Ribble

## Paper ordering info



Confused about ordering paper? Maybe this will help: Paper can be ordered from General Stores or from OfficeMax. The paper from General Stores is less expensive. The paper from OfficeMax may be more convenient to order, as it can be ordered with your other office supplies. Here's the scoop.

- **General Stores** paper is ordered through Preqs and the General Stores catalog.  
Virgin paper: stock number 1000375, \$3.23 per ream.  
Recycled paper: stock number 1000371, \$3.43 per ream.
  - **OfficeMax** paper is ordered through Ebuy or with your Pcard at [www.officemaxsolutions.com](http://www.officemaxsolutions.com).  
Virgin paper: stock number P1OM98029, \$3.39 per ream.  
Recycled paper: stock number P1054901, \$3.67 per ream
- Please be aware that these prices were accurate at the time this article was written, but they will fluctuate. —Gary Anderson

## Mailing Smarter

### Plan ahead for address placement

Make sure your return address and any other address is not within the optical-character read area. Otherwise your mail may be returned to you instead of delivered to the intended address.

**Leave enough room for the address.** Mailing Services asks that you leave a 4x4-inch area for us to spray addresses on.

**Do not place copy in the barcode clear zone.** If you do, the post office may cover it with white tape.

**Consider a review of your mailpiece in its development stage.** Mailing Services will check the design to make sure it complies with Postal Service standards.

## Storefront project moving along

(continued from page 1)

someone makes corrections if needed, and finally it's printed."

"In Storefront, the customer enters the information on line, with most of the fields automatically filled by the system. The system merges the data with the appropriate template and simultaneously produces a press-ready proof that is in the correct collegiate style and meets the University's identity standards."

"When the client submits the order it is press ready and needs only to be routed by a Printing employee," says Hunter. "Potentially, envelopes, letterhead, forms, and brochures could be done this way."

"Variable data technology is used in the Storefront software," he says. "We started by doing letters that have a database such as names, addresses, departments, positions, etc., that we insert. It was pretty simple, straightforward. From there, we moved into more complicated things."

Phase three will incorporate Workflow to bring the accounting and billing functions into the Storefront system.

Some departments are already using Storefront to order business cards, postcards, brochures, and letters. Contact Kathy Battin, 384-3809, kathy-battin@uiowa.edu, if your department has a project it would like to try using with Storefront during the development stages.

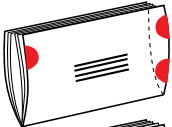
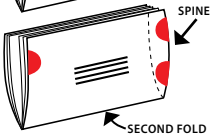
## New tabbing requirements may result in mailpiece changes



The U.S. Postal Service has changed tabbing requirements for booklets and self mailers, effective September 8. Each mailpiece now must be sealed with **three, 1½-inch, non-perforated tabs and positioned as illustrated and specified in the table below**. The previous requirement was two, one-inch tabs. Non-compliant mailpieces will be charged higher postage rates. To keep costs down, it may be necessary to use envelopes or redesign the mailpiece.

"It makes us look completely differently at the way we do booklets and self mailers. No machine we're aware of can do three tabs in one pass," says Chris Kula, assistant director in Business Services. "We'll have to make two passes through the tabber instead of one."

"This adds time and expense to processing a mailpiece, so we are looking at comparing costs between tabbing, versus placing the item inside an envelope. We're also looking at designing the item as a flat. It may cost less. Mailing Services will offer the best, most cost-effective way to produce the mailpiece. We're looking out for our mailing customers," says Kula. Contact Kathy Battin in Mailing Services with questions. She will be happy to call on your department to provide individual consultation.

location of spine or final fold	length of mail piece	stock weight	number and position of tabs
 spine or final fold on bottom (longer) edge	5" to 9"	50-lb cover	Leading edge: 2 Trailing edge: 1 Place lower leading tab ½" from bottom edge, upper tabs 1" from top edge.
	>9" up to 10½"	60-lb cover	
 final fold on bottom edge, with folded spine on either leading or trailing (shorter) edge	5" to 10½"	40-lb cover	Top edge: 2 Trailing edge: 1 Place top tabs 1" from left and right edges, trailing tab in middle
	spine on leading (shorter) edge	5" to 9"	
	>9" up to 10½"	70-lb cover	

## Printing upgrades digital color press



Printing Services has replaced its digital color press with a new, Hewlett-Packard Indigo 5500 press. The technology, particularly for color, has improved considerably since the previous press was leased three years ago.

One advantage of the new press is that the paper will cost less: it is a standard 12½×19 inches, whereas the other press required custom-made paper.

Another is that it has more data processing capability, which is particularly useful for variable data projects. Several departments are using this feature for high-volume print runs in which each piece is customized for the person to whom it is mailed. An example is a brochure that informs new students of their housing assignments. The student's name, room number, roommates' names, meal plan, a photo of his or her residence hall, and more are incorporated into the brochure. Tickets for UI athletic events are printed this way, too.

The new press will be used for many of the Storefront projects in development (see related story, page 1). Some business cards, postcards, and brochures are now available for participating departments. Contact Kim Burda, 384-3724, for more information.



Press operator John White works on a digital color press order. The new press is behind him.



Always include two authorized signatures on every requisition you send to Printing, Copy Centers, Mailing, Surplus, Equipment Rental, and General Stores. The University of Iowa requires this: "All service requisitions initiated through Workflow require two signatures: an initiator and an approver."  
(Operations Manual V.11.18)

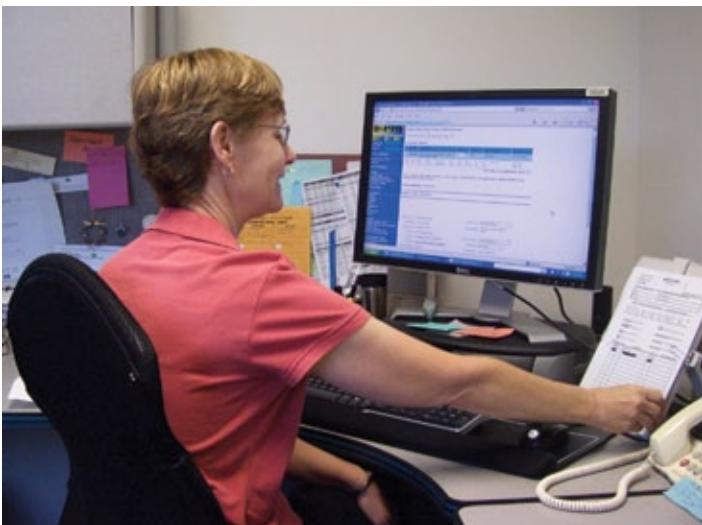


## Cambus adds another late-night route

Last spring, The University of Iowa Student Government (UISG) approached Cambus about running a late-night service, available to both male and female students, to the heavily student-populated, near-east side of campus. Cambus agreed to add a route to its existing SafeRide service. It will be a one-year trial sponsored and funded by UISG.


The new Eastside Loop SafeRide Route operates from 11 p.m. to 2:13 a.m. on Friday and Saturday nights. It begins and ends at Schaeffer Hall, with stops at IMU, Macbride, and the intersections of Jefferson-Van Buren, Jefferson-Dodge, Dodge-College, Dodge-Burlington, Burlington-Johnson, and Burlington-Gilbert streets.

The route supplements Cambus' SafeRide service, which provides late-night Red Route and Blue Route service on Friday and Saturday nights during the academic year, and the UI Department of Public Safety's Nite Ride. The new route provides another transportation option for students on Friday and Saturday nights. For more information on the route go to [www.uiowa.edu/~cambus](http://www.uiowa.edu/~cambus). —Brian McClatchey



General Stores administrative assistant Judy Williams enters some of the last orders to go into the MIGS system, which has been replaced by Preqs. Over the years, she placed around 77,500 orders in MIGS.

## Worth their virtual weight

 SIGS and MIGS have provided General Stores customers and staff a method to place orders and track inventory for many years. One of the first projects I worked on when I came to General Stores was the inception and implementation of MIGS. Since 1996 more than 310,000 individual MIGS orders have been issued. Judy Williams, administrative assistant at General Stores, placed 77,500 of those orders for our campus customers.

We estimate that more than a half million SIGS orders were placed over the years. As we mark the end of an era for our two ordering systems, I would like to thank the staff at ITS for assisting our customers and for keeping those systems running over the years, specifically Bob Manders, Cindy Dayton, Neil Bennett, and Theresa Foulkes. —Gary Anderson









## Campus Mail adjusts routes for flood-related relocations



If you send campus mail to individuals who were moved due to flooding, please use their new address. We are adjusting routes as departments and offices become settled in new locations.

The most recent additions to the routes are 108 River Street (RIV8), the music offices in the University Capitol Center (UCC) and Communications Center (CC), and Hospital Ramp 2 (HPR2), Hospital Ramp 3 (HPR3), and Iowa Ortho Sports Medicine and Rehabilitation (IOSMR). Also, Temporary Arts Facility (TAF) is now Music West Interim Building (MBWIB).

## Legend

-  central mail
-  equipment rental
-  general stores
-  laundry
-  parking & transportation
-  printing
-  surplus
-  sustainability

## New ordering systems in place for General Stores



If you order from General Stores you have seen many changes in the past few months. On May 18, the eBuy ordering system for OfficeMax and other vendors was unveiled. eBuy replaced the General Stores MIGS ordering system. On August 24, a new Preqs application replaced the General Stores SIGS ordering system. The new systems provide an easy way for our customers to place orders with General Stores.

If you have not completed the PReqs Access form to let us know you need access to the General Stores Catalog for online ordering, please fill it out at [www.uiowa.edu/~purchase/purchase/P\\_Forms/RequesterForm\\_Stores.pdf](http://www.uiowa.edu/~purchase/purchase/P_Forms/RequesterForm_Stores.pdf) and email a scanned copy to JoAnn Dolezal [joann-dolezal@uiowa.edu](mailto:joann-dolezal@uiowa.edu) or Chris Leichty [chris-leichty@uiowa.edu](mailto:chris-leichty@uiowa.edu), or send a copy to Purchasing (202 PCO) via Campus Mail.

Please keep in mind that General Stores no longer accepts orders by fax. Also, the Preq application does not apply to gas cylinder orders. If you order gas cylinders, continue to use the current process until notified otherwise. —Gary Anderson

## Printing order checklist



Printing Services must have certain information from you before starting an order. Use this checklist to make sure you provide everything we need.

Please send the following:

- \_\_\_ a UI REQUISITION. On it, write....
- \_\_\_ An MFK number. Obtain this from your department.
- \_\_\_ Whether the order is new, a reprint, or a revision.
- \_\_\_ Last job number if the order is a reprint or revision.
- \_\_\_ Quantity you need.
- \_\_\_ Signatures. The University requires two.
- \_\_\_ Brief description. For example, single-fold brochure on 11x17 white cover stock or 3-part NCR form.
- \_\_\_ Whether you want to see a proof.
- \_\_\_ Date you want the job delivered.
- \_\_\_ Be specific: do not use ASAP or RUSH.
- \_\_\_ Place you want the job delivered. Mailing Services, your office, a receiving dock?
- \_\_\_ Specify person, room, building.
- \_\_\_ **Sample or mock-up**, especially if your piece prints on two sides or has folds.
- \_\_\_ **CD or disk** if applicable.

Send in Campus Mail or bring everything on this list to:

**UI Printing Services**  
100 MBSB (2222 Old Hwy 218 South, Iowa City)

## Hawk heaven opens at Surplus (continued from page 1)

Brand-new track shoes are priced at \$20 a pair—a drastic reduction from their original prices of \$100 to \$150.

“The t-shirts and turtlenecks are from \$5 to \$15 each; the sweat-shirts are a little more,” says Kinney.

The Hawk Room opened this past summer. Before that the Athletics Department would conduct annual sales, but storage became a problem. Now, when they need to clear things out, they call Surplus for a pickup.

“It’s an ongoing thing,” says Greg Morris, athletic equipment manager. “It’s worked out better than we ever thought.”

The Hawk Room is open for public sales every Thursday from 10 a.m. to 5 p.m. and accepts Visa, MasterCard, Discovery, and cash for payment.



Football game jerseys worn last season, above, sell for \$100 each. Brand-new track shoes, below, are priced at \$20 a pair.



## Bus fleet gets long-needed upgrade



The Cambus fleet has been undergoing a much-needed upgrade. Fifteen new replacement buses have been received in the course of about a year: twelve in July 2008, three in July 2009. In addition, five more new buses are on order, funded by an American Recovery and Reinvestment Act transit grant, and should arrive in late 2010. These new buses have and will replace ones that are more than 20 years old.

In addition to replacing aged buses that have been operated well beyond their programmed useful life, the new buses provide many improvements and upgrades. They include low-floor ramp access, lower emission engines, improved seating, security systems, multiplex electrical, electronic destination signs, LED lights, stainless steel frames, and more.

All of the buses have been funded by Federal Transit Administration grants, which cover about 80 percent of the cost. The buses ranged in cost from approximately \$330,000 to \$350,000



each and have a minimum programmed life of 12 years. In addition to improving service delivery, the new equipment will limit increases in operating costs, and will have greatly reduced emissions.

—Brian McClatchey

## Character Counts

### Meet Steve Wilson



Steve Wilson began working at Printing in 1999 as customer service manager. His job included serving as the University's printing buyer, "which meant bidding out the work that we could not produce in house, because of our capabilities or time constraints, to local printers," he says. Three years ago he began overseeing the production area in addition to his other responsibilities.

"Integrity is so vitally important in this present day," says Steve. "The word 'quality' is also important to me, and I try extremely hard to instill this in myself and all those who work with or for me, whether it be our character, work habits, products, or action taken when a problem arises—and, yes, there are a few of them that come up in our business."

Steve has worked in the printing industry for more than 40 years and has served on the boards of directors of Emmaeus Bible College and ECS Ministries, in Dubuque, for nearly 25 years. His wife, Barb, works as a nurse at Marengo Memorial Hospital. His son and family live in Cedar Falls; his daughter and her family in New Hampshire.

When the early retirement package was announced, it didn't take long to decide to take advantage of it, Steve says. His request has been approved, so he will retire at the end of December. "What am I going to do after I retire? Still thinking that one through, but I do have a real estate license and will probably use that to some degree," he says.

"My real passion, however, is helping missionaries around the world fulfill building projects by sending in a team of qualified workers for a short term, so the missionaries can continue their work. This summer I got a nice taste of this by working for two weeks on installing new bathroom facilities at a Christian camp in the mountains of Colombia. I hope to be a part of similar trips around the world in the years to come."

"Some of the things I have accomplished here have been to help bring in a new digital color press in 2006—which was a tremendous addition for our customers, a full-color offset printing press a year ago, and a number of machines in the prepress department to go along with the new offset press."

"I will certainly miss many of the close friends I have worked side-by-side with here at the University, as they have really become family to me," says Steve.

### Printing, Parking and Transportation welcome new staff

Alan Becker (right) has begun working as a press operator in Printing and Mailing Services. He runs the new Komori four-color press, printing such jobs such as the recent Graduate College annual report, At Iowa recruitment catalog, and football schedule cards. He comes to the department with 22 years of printing experience, at Cedar Graphics and Wagner Printing. He attended Wartburg College in Waverly, Iowa, and currently lives in Center Point.



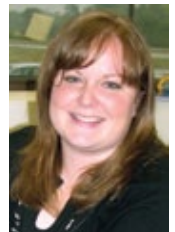
Greg Meyer has joined Parking and Transportation as manager of capital projects. He is responsible for projects involving parking lots and structures, and for planning and executing maintenance projects related to parking lots and structures.

During his more than 30 years of experience, he has designed, built, owned, operated, and maintained steam plants and emergency power generation facilities; managed design and construction projects regarding upgrades to coal burning power plants; and developed alternative energy projects. He worked for ten years as a senior project manager and project engineer at Alliant Energy before coming to UI.

He holds an MS in civil and environmental engineering from UI and resides in Solon.

### New OfficeMax rep on campus

Renee Monson, a 2006 graduate of the UI College of Liberal Arts and Sciences, has joined OfficeMax as its on-campus representative for the University. In her new role she "helps UI customers with questions and returns, and makes campus visits to make sure they know we're here and that they're comfortable with the new eBuy system," she says. She previously worked as a supervisor at Best Buy.



OfficeMax is the vendor selected by the state of Iowa to provide office supplies at specially contracted prices.

### Early retirements begin

Several employees at MBSB have been approved for early retirement. Printing plant manager Steve Wilson and delivery drivers Gene Newmire and Rich Robbins all will retire by the end of 2009. Congratulations, best wishes, and thanks for your years of service!

**Administration**

[www.uiowa.edu/businessvcs](http://www.uiowa.edu/businessvcs)  
 Mary Jane Beach, director...335-0060  
 Gary Anderson,  
 associate director...384-3917  
 Chris Kula, assistant director...384-3715

**Human resources**

Rhonda Weaver...384-3711

**Information Technology**

Dagong Wang...384-3752

**Marketing**

Jenean Arnold...384-3723

**Copy Center Services**

[www.uiowa.edu/printmail](http://www.uiowa.edu/printmail)  
 Chris Kula, assistant director...384-3715  
 Courier...331-5968

**Copy Centers**

CC#2...162 MBSB  
 (formerly CC7, CopyHawk)  
 dcimu-printing@uiowa.edu  
 335-2699, fax 384-3707

CC#3...C102 PBB  
 dcpbb-printing@uiowa.edu  
 335-0861, fax 353-2733

CC#10...180 BLB  
 dcblb-printing@uiowa.edu  
 335-9138, fax 335-9984

UPACS and Copyright Services...  
 183 MBSB  
 upacs-printing@uiowa.edu  
 335-3410, fax 384-3727

**Equipment Rental**

[www.uiowa.edu/~fusmm/rental.html](http://www.uiowa.edu/~fusmm/rental.html)  
 184 MBSB  
 Fax 384-3924  
 Gerry Miller, manager...384-3922  
 Edward Allgood...384-3923  
 Steve Fulwider...384-3925

**General Stores**

[www.uiowa.edu/~fusmm/ustores.html](http://www.uiowa.edu/~fusmm/ustores.html)  
 183 MBSB  
 Fax 384-3918  
 Customer service...384-3906  
 Gary Anderson,  
 associate director...384-3917  
 OfficeMax customer service...384-3908

**Online ordering**

Judy Williams,  
 office manager...384-3906

**Central receiving, shipping**

Joel Tresslar, supervisor...384-3905

**Gas cylinders**

1225 S Gilbert St.  
 Phone 353-2916, fax 335-6100  
 Steve Poggenpohl, manager

**Laundry Service**

[www.uiowa.edu/~laundry](http://www.uiowa.edu/~laundry)  
 100 L  
 Phone 335-4940, fax 335-4945  
 Dave Gray, manager...335-4951

**General, health-care linen service**

Monica Fuhrmeister,  
 supervisor...335-4953

**Uniforms, dust control service**

Michael Mortland,  
 supervisor...335-4960

**Mailing Services**

[www.uiowa.edu/printmail](http://www.uiowa.edu/printmail)  
 178 MBSB  
 central-mail@uiowa.edu, fax 384-3806  
 Kathy Battin, manager...384-3809

**Bulk mail**

Joel Yedlik...384-3807

**Campus Mail**

Mike Ealy...384-3800

**Mail metering, shipping**

David Larsen...384-3805

**Parking and Transportation**

[www.uiowa.edu/parking](http://www.uiowa.edu/parking)  
**Administration**  
 Fax 335-6647  
 David Ricketts, director...335-8628  
 Jim Sayre, associate director...384-3413  
 Ann Greenzweig, finance...335-8880  
 Starr Jennings, secretary...335-8663  
 Greg Meyer, capital projects...335-8313

**Cambus**

cambus-dispatching@uiowa.edu,  
 fax 335-6647  
 Brian McClatchey, manager...335-8632  
 Information...335-8633  
 Bionic Bus...335-7595,  
 bionic-bus@uiowa.edu  
 Maintenance facility...335-5208

**Commuter Programs**

commuter-programs@uiowa.edu,  
 fax 335-6649  
 Michelle Ribble, manager...384-4457  
 Information, ridesharing, bicycles,  
 vanpooling...353-5770

**Fleet Services**

155 West Harrison St.  
 motor-pool@uiowa.edu, fax 335-5865  
 Mike Wilson, manager...335-5088  
 Information, dispatch...384-0564  
 Shops, service...335-5102

**Parking Facilities Operations**

facilities-dispatch@uiowa.edu,  
 fax 335-6649  
 Jeff Rahn, manager...353-5774  
 Information, dispatch, cashiering,  
 maintenance...335-8312

# Business Services Directory

**Parking facilities**

Dental lot...335-8316  
 Family Care Center...335-8746  
 Field House lot...353-5648  
 Hospital Ramp 1...335-8315  
 Hospital Ramp 2...335-8300  
 Hospital Ramp 3...335-9703  
 Hospital Ramp 4...353-4273  
 IMU Ramp...335-1472  
 Library lot...335-5206  
 Lot 13...353-5083  
 Lot 14...353-5300  
 Newton Road Ramp...384-4573  
 North Campus Ramp...335-0271

**Parking Services**

parking-office@uiowa.edu,  
 fax 335-2826  
 Jim Sayre, associate director...384-3413  
 Linda Hochstedler,  
 assistant manager...335-3824  
 Information, permits, billing, bus  
 passes, reporting:  
 Field services...335-1481  
 Hospital Ramp 2...335-8924  
 IMU Ramp...335-1475

**Printing Services**

[www.uiowa.edu/printmail](http://www.uiowa.edu/printmail)  
 100 MBSB  
 Phone 384-3700, fax 384-3707  
 Chris Kula, assistant director...384-3715  
 Steve Wilson, plant manager...384-3705

**Customer Service**

Susan Pauley...384-3708  
 Stan Reuter...384-3729  
 Kim Scott...384-3709  
 Courier...331-5968

**Accounting**

Carol Iles, manager...384-3701

**Digital Color Center**

Kim Burda...384-3724

**Design**

Leigh Bradford...384-3737

**Preparation**

Sandie Herwig, manager...384-3713  
 Joan Stearns, copy editor...384-3722

**Prepress, preflight**

Chris Swart, supervisor...384-3718

**Production**

Allen Bales, supervisor...384-3728

**Surplus**

[www.uiowa.edu/~fusmm/surplus.html](http://www.uiowa.edu/~fusmm/surplus.html)  
 1225 S. Gilbert St.  
 Phone 335-5001, fax 335-5482  
 Steve Stange, manager...384-4045



To better serve you, the Printing Department and Central Mail have combined to become Printing and Mailing Services. Visit our website at [www.uiowa.edu/printmail](http://www.uiowa.edu/printmail).

**Address updates, anyone?**

If the mailing address on the back of this page is incorrect or if you wish to be added to our mailing list, fill out this form and return it through Campus Mail to: *Into Print*, 126C MBSB, or e-mail [jenean-arnold@uiowa.edu](mailto:jenean-arnold@uiowa.edu). This newsletter is posted on the web at: [www.uiowa.edu/printmail/intoprint/intoprint.shtml](http://www.uiowa.edu/printmail/intoprint/intoprint.shtml).

- Please correct my mailing address.  
 Add my name to the Business Services mailing list.  
 Delete my name from the Business Services mailing list.

name \_\_\_\_\_

department \_\_\_\_\_

room # \_\_\_\_\_

bdg \_\_\_\_\_

## We are Business Services:

Equipment Rental,  
General Stores, Laundry,  
Parking and Transportation,  
Printing and Mailing Services,  
and Surplus, serving  
The University of Iowa  
community.

*Into Print* is distributed free and on request to UI staff, faculty, and students. It is on the Web at [www.uiowa.edu/printmail/intoprint/intoprint.shtml](http://www.uiowa.edu/printmail/intoprint/intoprint.shtml).

### Contributors

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## TypeStrikes

State Form Insurance

## News briefs

### Time to order 2010 calendars

Printing and Mailing Services is taking orders for its 2010 calendars. There is no charge, but there is a limited supply. Order online at [www.uiowa.edu/printmail](http://www.uiowa.edu/printmail) or send a request to Calendars, 126C MBSB. Provide your name, department, and campus mailing address, and specify the number of calendars you want in each size (20x28, 4¼x11, and 14x1¼ inches).

### McCollister Blvd open

McCollister Boulevard, which passes west and south of the Mossman Business Services Building, opened on October 2. This new road provides a southern bypass around Iowa City and includes a new bridge over the Iowa River. We expect increased traffic in the area around the Mossman Building, so please use extra caution when visiting us. —Gary Anderson

### Design rates reduced

The rate for design work at Printing Services has been reduced to \$50 per hour. Contact Leigh Bradford, 384-3737, for more information.

### Order safety shoes through departments, not Stores

General Stores no longer processes requisitions for safety shoes. Each department is responsible for procuring them for its employees. Shoes may be paid for with a departmental Pcard or purchase order, or departments may reimburse employees for direct purchases.

Safety glasses are purchased through UI Optical with an interdepartmental requisition. For more information, see the University's Operations Manual and the Health Protection Office websites.

### Large laminator on order

Printing and Mailing Services will soon offer another new service: large-format laminating. It has ordered a roll-type laminator that will cover materials up to 40 inches wide and ¼-inch thick, with up to a 10-mil film thickness.

The service should be available in early November. We'll keep you posted!



There are three viewing windows cut into the sphere. The diorama inside depicts a winter village with a train, houses, skiers, and reindeer pulling a sleigh.

### Surplus to take sealed bids on holiday display

Surplus will sell this holiday ornament and its display case by sealed bid auction later this month. The ornament is about three feet in diameter; the glass-and-wood case is about four feet square and six feet tall. Bidding will begin October 29 and end at 3 p.m. November 5. It will be on display at Surplus until then.

# intoprint

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