

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Where to find Us

1. There will be a link in My.Scranton in Administrative Links>Printing and Mailing Services

The screenshot shows the My.Scranton homepage with a dark blue header bar. The header contains the 'My.Scranton' logo, a search bar, and several icons: envelope, folder, document, pencil, and user profile. Below the header is a navigation bar with links: Home, News, Student, Employee, Banner ERP, Faculty, Library, ENS Registration, and GCES.

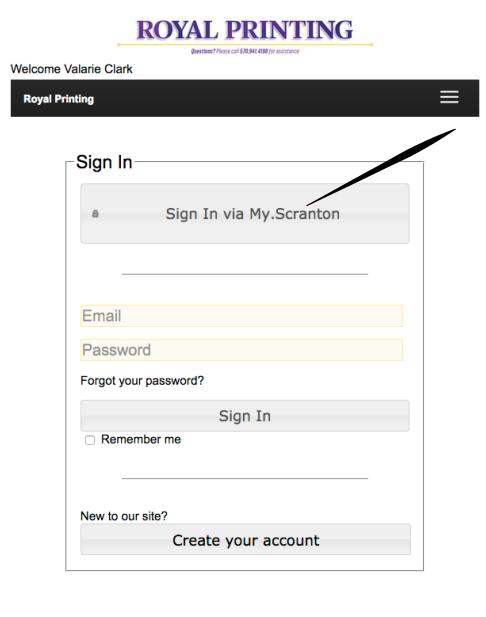
The main content area is divided into three columns:

- Events and Facilities** (left column):
 - [Non-Instructional Events Submission](#)
 - [Classroom Reservation Form](#)
 - [CTLE Event Registration](#)
 - [CTLE Event Survey](#)
 - [Delivery Service Delivery Request](#)
 - [OIT Equipment Request Form](#)
 - [Royal Card Reader Loaner Request](#)
 - [Royal Card Visitor Card Request Form](#)
 - [Physical Plant Work Order Request Form](#)
 - [Physical Plant Sign Work Order](#)
 - [Physical Plant Key Request Form](#)
- Financial Links** (middle column):
 - [Accounts Payable Check Voucher](#)
 - [Wire Transfer Request](#)
 - [Bursar's Office Forms](#)
 - [Development Outside Fundraising Policy](#)
 - [Financial Aid Forms](#)
 - [Travel Policy](#)
 - [Travel Expense Report \(Excel\)](#)
 - [Purchasing Card Site](#)
 - [Purchasing Card Policies & Procedures](#)
 - [Purchasing Card Request](#)
 - [Purchasing Card - Cardholder Agreement Form](#)
 - [Purchasing Card - Reconciler Agreement Form](#)
- Administrative Links** (right column):
 - [Annual Report System](#)
 - [Printing and Mailing Services](#)
Find links here to start a printing project, order stationery, organize a mailing or schedule a delivery.
 - [Printing Services Print Requisition](#)
 - [Printing Services Online Ordering Catalog](#)

2. We will also add a link to our Printing and Mailing Services homepage,
Scranton.edu/printing

How to Create an Account

Use the Sign in via My.Scranton section at the top of the login screen. Use the R number and password that you use to access My.Scranton.



You will then see an account information screen. Please complete this information. It can be updated at any time.

A screenshot of the account information setup page. It includes sections for basic contact information (Email, First Name, Last Name, Organization), address details (Department, Building, Floor/Suite, Ship To Address), additional contact info (Cc Email, Phone/Fax), additional info (Current Timezone dropdown set to Eastern Standard (US & Canada) -05:00, with a note about Daylight Saving Time), and site information (checkboxes for Shared account and Allow new job notifications). At the bottom, it shows the initial sign-in date and time: Initial Sign In 9/29/2016 10:26:57 AM.

Order Page

This is the page where you will see all of the order forms. By clicking on the form, you will get to the screen that has more information.

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Welcome Valarie Clark

Home Order History My Profile Sign-Out Contact Us

Search

Order

 Academic Calendar
 Basic and Fast Copy Services
 Contract Bulk Mail Requisition
 Downloadable Media
 Envelopes
 Letterhead
 Notecards

 Posters (Wide Format)
 Printing
 SBDC Stationery
 Staff Directory
 The University of Scranton Business Cards

Academic Calendar and Employee Directory

To order the Academic Calendar or Staff Directory, simply fill out the laminated/not laminated, quantity and budget fields, then indicate how you want delivery. The cost will be auto calculated. Add to your cart.

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Welcome Valarie Clark

Home Order History My Profile Sign-Out Contact Us

Order > Academic Calendar

Laminated? Yes (\$2.75 ea)

Quantity *

Customer * Faculty/Staff/Department

Budget Number (Six Digits, no hyphen) *

Additional Fees (To be calculated by Copy Center)

Delivery Options

Delivery Method * Call for Pickup

Who do we call when this job is ready? (Name Only) *

Phone Number of Person To call: *

Total \$8.25

Edit

THE UNIVERSITY OF SCRANTON Academic Calendar

Page 1

* By checking this box, you agree that all information within this order is accurate, including account numbers where this order is to be charged.

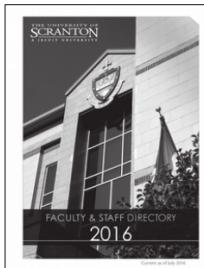
Royal Printing

DocMart Prompt

[Switch to Edit] [Toggle] [Hidden] [Empty] [Display]

Job #

Staff Directory [Edit]



History Price \$6.00 ea. Maximum Order 100

Order Quantity 2 \$12.00

*

By checking this box, you agree that all information within this order is accurate, including account numbers where this order is to be charged.

Customer *

Faculty/Staff/Department

Budget Number (Six digits, no hyphen) *

600600

Additional Fees (To be added by Copy Center)

Delivery Options

Delivery Method *

Send via Campus Delivery

What Person or Department is receiving this order? *

Printing

Building or Room # *

Main Floor

Total

\$12.00

Basic and Fast Copies

Use this form for basic copying requests and fast copies. Simply complete the fields using the options provided. Costs will be automatically calculated. If at all possible, please attach the file (**PDF's are strongly encouraged**) to be copied. If you prefer to provide hard copies instead of attaching the electronic versions, that is fine, but the form with the information will still need to be completed. Add to your cart.

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Welcome Valarie Clark

Order > Basic and Fast Copy Services

Contact Information Review or change your contact information

Job Name * Chemistry Exam

Date Submitted (Please highlight today's date) * 02/06/2017

Date Required (Please select specific date) * 02/08/2017

Fast Copy

Delivery Options

Delivery Method * Send via Campus Delivery

What Person or Department is receiving this order? * Chemistry Department

Building or Room # * Room 300

Your Copy Request

How Many Copies? * 2

How Many Original Pages? * 10

Single Sided or Double Sided? * Single Sided

Total Pages Needed 20

Customer * Faculty/Staff/Department

Budget Number (Six digits, no hyphen) * 3400

Paper Size * 8.5 x 11

Ink Color 8.5 x 11 Black and White

Select Covers or Paper Paper Stock

8.5 x 11 Paper Type 20 lb Bond

20 lb Bond Colors White

Additional Requirements

Job Notes

Folding Needed? Select One...

Collating Needed? Select One...

Collating Select one...

Stapling Needed? Select One...

Is Laminating Needed? Select One...

3-Hole Punch Needed? Select One...

Additional Fees (To be added by Copy Center)

Total \$0.80

* By checking this box, you agree that all information may be charged.

Select Your Files

No files Attach Files

Envelopes and Letterhead

Select the size and style of envelope, or the type of letterhead. Enter your department name, zip and other information as you want it to appear. No more waiting for design proofs! Envelopes 6" x 9" and larger have a field for a special message, if you would like one. Click on View PDF Proof and carefully review spelling and content. ***This is the only proof you will see before printing is completed.*** Choose a quantity, select your customer type, budget number and delivery choice. Costs will be automatically calculated for quantities up to 2,000. Add to your cart.

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Welcome Valarie Clark

Home Order History My Profile Sign-Out Contact Us

Order > Envelopes

Select Envelope Type *
#10 (Letter-size) Black ink

Quantity *
500

Customer *
Faculty/Staff/Department

Budget Number (Six digits, no hyphen)
*
600600

Cost will be billed upon completion of job

Additional Fees (To be added by Copy Center)

Delivery Options

Delivery Method *
Select One...

Total
\$40.00

Edit
Department
Zip
Billing Code

The image shows a PDF proof preview for the University of Scranton. It features the university's logo at the top left and the word "Proof" in large, stylized letters across the center. Below the proof, there are buttons for "Page 1" (with a dropdown arrow), "Refresh", and "View PDF Proof".

* By checking this box, you agree that all information within this order is accurate, including account numbers where this order is to be charged.

Add to Cart

Edit
Department
Zip
Billing Code
Special Message (Optional)
AGaramondPro-Regular 12 B

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Welcome Valarie Clark

Home

Order History My Profile Sign-Out Contact Us

Order > Letterhead

Type of Letterhead *
 General - 2 Color

Watermark or Regular Bond? *
 Watermark

Quantity *
1000

Customer *
Faculty/Staff/Department

Budget Number (Six digits, no hyphen) *
600600

For Quantities greater than 2,000,
please send an email to
printing@scranton.edu.
Thank you.

Additional Fees (To be added by Copy
Center)

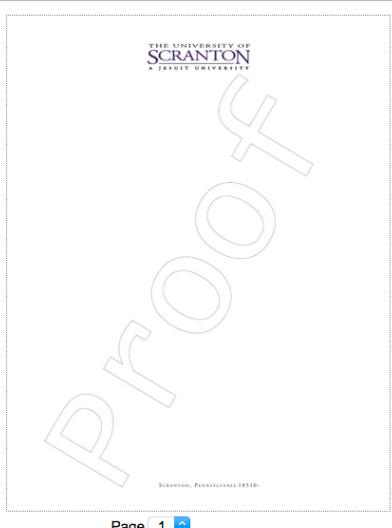
Delivery Options

Delivery Method *
 Select One... Required

total
\$300.00

Edit

Department
Department Line 2 (Optional)
Zip w/Plus 4 (Example: 18510-4633)
18510-
Phone
Fax



Notecards

There are three different notecard templates, and two corresponding envelopes. Enter your information as you want it to appear. No more waiting for design proofs! Click on View PDF Proof and carefully review spelling and content. ***This is the only proof you will see before printing is completed.*** Choose a quantity, select your customer type, budget number and delivery choice. Costs will be automatically calculated. Add to your cart.

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Welcome Valarie Clark

Home

Order History My Profile Sign-Out Contact Us

Order > Notecards

Select Notecard Type *
 5x7 2-Color Card

Select Paper Stock *
 Select One...

Quantity
 Select One...

Customer *
 Select One...

Additional Fees (To be added by Copy
Center)

Delivery Options

Delivery Method *
 Select One...

Total
\$0.00

Edit

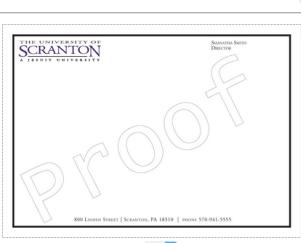
Name
Samantha Smith

Title
Director

Address
800 Linden Street

Zip
18510

Phone
570-941-5555



* By checking this box, you agree that all information within this order is accurate, including account numbers where this order is to be charged.

Add to Cart

Business Cards

After clicking on the main Business Card icon, you will get to a screen showing two options. “Departmental Business Cards” includes selections for Admissions, Alumni, Athletics, University Police and Appointment Cards. “University of Scranton General Business Cards” provides three slightly different layouts of our standard University business card.

Enter your information as you want it to appear. No more waiting for design proofs! Click on View PDF Proof and carefully review spelling and content. ***This is the only proof you will see before printing is completed.*** Choose a quantity, select your customer type, budget number and delivery choice. Costs will be automatically calculated. Add to your cart.

The screenshot displays the Royal Printing website interface. At the top, there's a purple header bar with the text "ROYAL PRINTING" and a phone number "Questions? Please call 570.841.4199 for assistance". Below this is a black navigation bar with "Royal Printing" and a menu icon. A search bar is present. The main content area shows a "Welcome Valarie Clark" message and a breadcrumb trail: Order > The University of Scranton Business Cards > University of Scranton Business Cards. It features two examples of business cards: one for "Officer Faculty" and another for "John Doe". Below these are two buttons: "Departmental Business Cards" and "University of Scranton General Business Cards".

At the bottom, there's a detailed order form with sections for "Select Card Type", "Delivery Options", and "Edit" fields for Name, Title, Department, College, College Address, Email, Telephone, Main Address, City, State, Zip, and Web. To the right, a preview window shows a sample business card with the university's crest, placeholder text for Name, Title, Department, College, and Email, and a large watermark reading "Proof". The preview also includes a "Page 1" button and a "View PDF Proof" link. A note at the bottom states: "* By checking this box, you agree that all information within this order is accurate, including account information."

Posters (Wide Format)

Use this form only for posters larger than 13" x 19." We can print up to 44" in one direction and up to 10 feet in the other direction. There are numerous papers and substrates to choose from. If you aren't sure which paper you want, please contact Printing Services. We have a binder of samples, and can discuss options with you. Complete the fields in the form, including the size of the poster and whether or not you want mounting. Costs will be automatically calculated. Attach your files (**PDF's are strongly encouraged**) and add to cart.

Home Order History My Profile Sign In

Order > Posters (Wide Format)

Contact Information Review or change your contact information

Job Name *

Date Submitted (Please highlight today's date) * 

Date Required (Please select specific date) * 

Delivery Options

Delivery Method *

Your Copy Request

Please note: This form is to be used for posters larger than 13" x 19". Posters can be up to 44" in one dimension and up to 10 feet the other dimension.

Customer *

How Many Originals? (Number) *

How Many Copies of Each Poster *

Total Number of Copies

Paper *

Black / White or Color *

Item Height (inches) *

Item Width (inches) *

Mounting?

How Many Boards Need Mounting?

Mounting Total

Lawn Stakes Needed?

Laminating?

Additional Fees (To be added by Copy Center)

Total

Select Your Files

No files  Attach Files No files will be attached.

Send Your Information

Printing Form

Use this form for all other jobs. This is more of a free-flowing form. Please complete as much information as you are able, and a staff member from Printing Services will get back to you to discuss further, if necessary. Attach your files (**PDF's are strongly encouraged**) and add to cart.

Order > [Printing](#)

Contact Information Review or change your contact information

Job Name *

Date Submitted * 

Date Required * 

Delivery Options

Delivery Method *

Job Specifications

Customer *

Job Type *

Quantity *

1 or 2 Sided?

Stock (Please Select All That Apply)

Text Cover

Text Stock Weight

Text Stock Ink Colors

Cover Stock Weight

Cover Stock Ink Colors

Paper Type

Varnish or Aqueous Coating (For externally printed jobs only)

Finished size of page or piece:

Number of Pages

Finishing - Please Select All That Apply Regular Stapling Saddle Stitch Perfect Bind Plastic Bind Coil Bind Fold Score Pe

Address Printing or Variable Printing

Please use Section 2 below to attach artwork or other files related to this job Do not attach mailing lists.

Additional Information About this Job

* By checking this box, you agree that all information within this order is accurate, including account numt

Additional Fees (To be added by Copy Center)

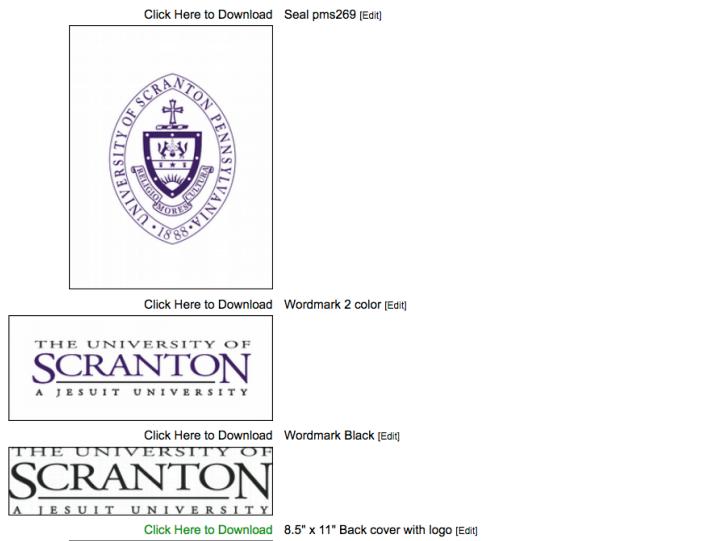
Total

Select Your Files

No files  Attach Files No files will be attached.

Downloadable Media

Download pdf's of our Wordmark, Seal, S and Athletics Mark. There is also a copy of the Identity Standards Guidelines (describing usage of our seal, wordmark and "S") and artwork for a back cover of a booklet.



Contract Bulk Mail Form

Use this form only for large bulk mail (presort first class or non-profit) mail. This form should not be used for regular first class mail, which does not require the completion of a form. Complete the required fields, including the Printing Job Number (the job number for the printed piece being mailed). **Do not send mailing lists (data files) through Royal Printing.** Choose from the other options, such as e-mail, Royal Drive, Flash Drive.

Once you have completed the form, please add to your cart.

Home Order

Order > Contract Bulk Mail Requisition

Contact Information Review or change your contact information

Job Name *

Department *

Contact Valarie Clark

Date Submitted *

Desired Date to Post Office *

Number of Finished Pieces to be Mailed *

Customer *

Type Of Mailing

Select Mailing Type * Standard (Bulk) Presort First Class

Data files/mailing lists should not be submitted through this portal.

Data Files Provided Via: * E-Mail Royal Drive Flash Drive
Data Files Available On

Description of Mailing and Additional Notes (up to 1000 characters)

Mail Vending Cost (to be completed by Mailing Services)

Printing Job Number *

SBDC Stationery

There are separate forms for SBDC stationery. These work in the same was as University letterhead and envelopes.

The screenshot shows the Royal Printing website with a black header bar. The header includes the text "Welcome Valarie Clark" and navigation links for "Home", "Order", "History", "My Profile", "Sign-Out", and "Contact Us". Below the header is a search bar with the placeholder "Search" and a link "Order > SBDC Stationery". The main content area features a purple header "ROYAL PRINTING" with a yellow underline. Below it is a sub-header "Questions? Please call 570.941.4198 for assistance". The page displays the SBDC Pennsylvania logo, which consists of the letters "S B D C" in a bold, sans-serif font with "PENNSYLVANIA" written below it. At the bottom of the page, there is a green link "SBDC Stationery".

Checking Out

Once you have all of the items in your cart, it is important to check out! If you don't submit your job, it will not be received by Printing Services. Please note that you can enter multiple items in a cart, or have a separate cart for each item. It's up to you!

The screenshot shows the Royal Printing website with a black header bar. The header includes the text "Welcome Valarie Clark" and navigation links for "Home", "Order", "History", "My Profile", "Sign-Out", and "Contact Us". Below the header is a breadcrumb trail "Saved Carts > Cart #475909" and a link "Logs". The main content area features a purple header "ROYAL PRINTING" with a yellow underline. Below it is a sub-header "Questions? Please call 570.941.4198 for assistance". The page displays a table of items in the cart:

Item	Project Name	Quantity	Price
1 [link] Staff Directory [735710]		3	\$18.00

Below the table, there are buttons for "Add to Your Order", "Return to Last Item", "Subtotal: \$18.00", and a prominent "Check Out" button. A red warning box at the top right says "⚠ Your Order Is Not Complete Until You "Check Out"".

The screenshot shows the Royal Printing website with a black header bar. The header includes the text "Welcome Valarie Clark" and navigation links for "Home", "Order", "History", "My Profile", "Sign-Out", and "Contact Us". Below the header is a breadcrumb trail "Review Your Order" and a link "Saved Carts > Valerie Clark's Cart (475909) - Dec 23 2016 2:11PM". The main content area features a purple header "ROYAL PRINTING" with a yellow underline. Below it is a sub-header "Questions? Please call 570.941.4198 for assistance". The page displays a table of items in the cart:

Cart	Item	Quantity	Price
1 [link] Staff Directory [735710]		3	\$18.00
	Subtotal		\$18.00
	Order Total		\$18.00

Below the table, there are buttons for "Add to Your Order" and "Place Order". A red warning box at the top right says "⚠ Your Order Is Not Complete Until You Click "Place Order"".

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Welcome Valarie Clark

Home

Order

History

My Profile

Sign Out

Order Complete

Thank you for ordering from Royal Printing.

Your Job Number is **5328368**

You will receive an email confirmation shortly. You may print this page for your records.

Your Items:	
N/A Staff Directory (735710)	\$18.00
Sub Total:	\$18.00
Order Total:	\$18.00

[Review Your Order](#)

[Print Order Receipt](#)

[Place New Order](#)



The University of Scranton, Printing and Mailing Services, 315 Jefferson Avenue, Scranton, PA
Tel: 570.941.4198 Send email to The University of Scranton [✉](#)

[Print Proof](#)

Reordering a Job

Simply hit the reorder button. The files associated with a job are retained for 6 months. They can be removed earlier if you wish.

Home Order History My Profile Sign-Out Contact Us

Jobs/Carts > Job #5328368

Files/Proofs Logs

Shop Job Control Center

Job is Unlocked. » Lock job
Job will be auto-deleted on 1/1/2027 12:30:00 AM » Delete job now Revert Inventory Quantities

Category is Unspecified

(Printing 2 (Jackie) [Edit] to Job (ignore items) Notify Shop Notify Customer Display in Job Status Add Status Note Assign Category

» Export job ticket...

Job Details

Job Name: Valarie Clark's Cart (475909) - Dec 23 2016 2:11PM

Status

Item Name	Quantity	Total
<input checked="" type="checkbox"/> N/A Staff Directory (735710) [Reorder] » View item overrides...	3	\$18.00
	<input checked="" type="checkbox"/> Notify customer on job updates.	Update Job
	Sub Total	\$18.00
	Shipping	\$0.00
	Order Total	\$18.00

Job History

From this screen, you can see your job history. Use the search tools to modify what you see.

ROYAL PRINTING

Questions? Please call 570.941.4198 for assistance

Welcome Valarie Clark

Home Order History My Profile Sign-Out

Search or Job #

Mine Create Date ↓

All (all forms)

Any (all categories)

Organization Sender Project Name

Type
All Jobs Carts Has Files Unspecified Locked Unlocked

Display
 Auto hide filters items/page (No Auto-Refresh) External Order ID

Select all jobs on this page 3 Items

Job 532838
Valarie Clark's Cart (475909) - Dec 23 2016 2:11PM
Hide Items...
N/A Files N/A Proofs N/A APVL N/A Staff Directory TOTAL \$18.00 QUANTITY 3

Job 5327547
Valarie Clark's Cart (475669) - Dec 22 2016 11:23AM
Hide Items...
1 Files 1 Proofs N/A APVL N/A Notecards TOTAL \$48.50

Job 5327468
Valarie Clark's Cart (475638) - Dec 22 2016 10:24AM
Hide Items...
1 Files 1 Proofs N/A APVL N/A Notecards TOTAL \$48.50

Select all jobs on this page 3 Items

Customer Type and Budget Number

For jobs to be charged to a departmental budget, choose “Faculty/Staff/Department.” Then enter your budget number: 6 digits only and no hyphens.

The form contains the following fields:

- Laminated? dropdown: Selected One...
- Quantity * input field (empty)
- Customer * dropdown: Faculty/Staff/Department
- Budget Number (Six Digits, no hyphen) * input field: 500500
- Additional Fees (To be calculated by Copy Center) input field (empty)
- Delivery Options** section header
- Delivery Method * dropdown: Select One...
- Total input field: \$0.00

For personal or student jobs, choose “Student/Personal.” The job can be paid for when it is picked up.

The form contains the following fields:

- Laminated? dropdown: Selected One...
- Quantity * input field (empty)
- Customer * dropdown: Faculty/Staff/Department
- Budget Number (Six Digits, no hyphen) * input field: 500500
- Additional Fees (To be calculated by Copy Center) input field (empty)
- Delivery Options** section header
- Delivery Method * dropdown: Select One...
- Total input field: \$0.00

Personally Identifiable Information

Do not attach files containing Personally Identifiable Information (PII): mailing lists, tax forms, etc.). PII should be stored on Royal Drive or Banner. Use Royal Printing to submit the job only, and indicate that the files needed for the job are on Royal Drive or Banner, and where.