

MEET OUR PRINTERS

Epson SureColor P9570 - 44" Wide



RICOH Pro C5310s



RICOH Pro 8310s (MFP)



Location

JOHN BRITT HALL
Office 140

To access the Print Shop, enter through the Mail Room entrance.

Hours

Monday - Thursday: 8 a.m. - 5:15 p.m.
Friday: 8 a.m. - 12:30 p.m.

Site Manager

SARA HERNANDEZ
shernandez@lee.edu

Contact

EMAIL
shernandez@lee.edu

PHONE
832.556.4067

If you have any inquiries regarding a print job or if you would like to discuss a job in detail, we kindly request that you schedule an appointment.

Please feel free to reach out through email or a call to arrange a suitable time for a meeting. We look forward to assisting you further.

RICOH Print Shop



First Steps

Have your print-ready file? Pricing/quotes available via email to Sara Hernandez.

We **CANNOT** start your job without the correctly completed print request form.

To submit a print -only request visit:
www.lee.edu/publicaffairs/print/print-only/

If you do not have an electronic version of your job, you may still submit the hard copy along with a completed print request form per the usual method.

- The print request form is what is actually used to bill your department.
- TRAC allows you to see the progress of your job and the amount that will be charged.



Our Commitment

Ricoh resolves to deliver solutions to support Lee College's unique needs. It is our goal to consistently exceed your expectations of service, while continuing to provide an exceptional product. We are committed to your satisfaction.

MPA Office

The Print Shop only specialize in printing print-ready projects. For any design work or graphic-related tasks, we kindly request that you route them through our Marketing and Public Affairs office first.

Our Services

We are pleased to offer Lee College copying and finishing services. Our qualified staff is ready to answer any questions you may have as we assist with your projects. We welcome the opportunity to help you with your document needs.

Document Printing

- Copies
- Flyers
- Manuals
- Trifolds
- Brochures
- Business Cards
- Postcards
- Booklets (staple, spiral or saddle stitching)

Photo Printing

- Photo Prints

Large Format Printing

- Posters
- Banners
- Foamboard
- Yard Signs
- Billboards

Labels & Stickers

- Color Labels
- Color stickers

Stationery & Envelopes

- Custom Envelopes
- Custom Letterheads
- Custom Pads

Extra

- Collating
- Cutting
- Folding
- Lamination

