

PRINTING OF UNIVERSITY OF HAWAII SYSTEMWIDE STATIONERY AND BUSINESS CARDS THROUGH HAWAII CORRECTIONAL INDUSTRIES PRINTSHOP

Departments are not required to, but are recommended to use Hawai'i Correctional Industries (HCI) for printing and delivery of system-wide stationery (letterheads, memos, envelopes) and business cards.

The seal and signature will be used in the standard design for all stationery and business cards, in the appropriate campus seals and colors.

Digital printing is of lesser quality than offset printing and should be avoided; but may be an option for rush situations when business cards are needed earlier than the time required for offset printing. Curriculum Research and Development Group (CRDG) MaPS (Marketing and Publications Services) is a UH digital printshop on campus. You may contact them for pricing through their website at www.hawaii.edu/crdg/maps.

Electronic Files for letterhead only, are available for internal use. Please send requesting memo signed by respective dean, director or chair with a sample of existing letterhead (or corrected content information) and receiving email address to Bachman Annex 2. File will be emailed about 2 weeks from receipt of memo and information.

PROCEDURES

- 1) Any department desiring to purchase printed letterheads, memos, envelopes, or business cards shall follow the guidelines below:
 - A) All information on the letterheads, envelopes and business cards shall include the appropriate Hawaiian diacritical marks; and
 - B) All University of Hawai'i letterheads shall include the caption "An Equal Opportunity/Affirmative Action Institution."
- 2) For all printing requests of systemwide stationery (letterhead, memos, envelopes and business card),
 - A) Department shall:
 - I) Prepare a purchase order or call in p-card to Hawai'i Correctional Industries for printing. (Signature on the purchase order will serve as authorization of personnel identity and title on all business cards orders. Hawai'i Correctional Industries is not responsible for any information printed on business cards.)
 - II) Attach sample(s) of the items that need printing, with changes if desired; and
 - III) Transmit above directly to:
Hawai'i Correctional Industries. Designs for letterheads, envelopes and business cards are standardized. In addition, other designs submitted will be changed to conform to the standard.
 - B) Creative Services shall:
 - I) Receive samples when printing is completed.
 - II) Oversee HCI's printing for quality and service.
 - C) Hawai'i Correctional Industries shall:
 - I) Receive purchase orders and print the orders;
 - II) Deliver samples for stationery and/or business cards to Creative Services.

- III) Reprint rejected orders that don't meet the standards set by Creative Services;
- IV) Deliver finished product to requesting department; and
- V) Invoice departments.

3) Information to be included on the purchase order;

- A) Item number
- B) Description
- C) Quantity
- D) Unit price
- E) Total price
- F) Name, telephone, **fax number** and **email** of the requisitioner
- G) Signature of approving authority
- H) Delivery address
- I) Billing Address

NOTE: Purchase orders with samples of letterhead, envelopes and/or business card will be processed quicker by Hawai'i Correctional Industries.

Hawai'i Correctional Industries does not charge tax; therefore, taxes should not be included on purchase order. All stationery, envelopes and business cards are **standard** in design.

PRICES

Prices include all delivery and/or mailing service charges.

Although every effort will be made to keep prices current, they may change without notice. Be sure to check www.hawaii.edu/offices/eaaur/stationery.html for the most current list.

LETTERHEADS, MEMOS, AND ENVELOPES

All orders need to be in increments of 500.

Standard printing is in black ink. Add \$25.00 set up fee plus \$2.00 per ream/box for CAMPUS COLOR in addition to black.

1. Island of O'ahu

Black and White

Quantity Discount

| Letterhead - Bond 20# Sub, White: | Unit Price Per Ream | 1-4 | 5-9 | 10-19 | 20-29 | 30 plus |
|--|------------------------|-------|-------|-------|-------|---------|
| 8 1/2 x 11", 100% cotton/rag content | 64.00 | 64.00 | 58.00 | 52.00 | 46.00 | 40.00 |
| 8 1/2 x 11", 25% cotton/rag content | 38.00 | 38.00 | 34.00 | 30.00 | 26.00 | 22.00 |
| 8 1/2 x 5 1/2", 25% cotton/rag content | 28.00 | 28.00 | 25.00 | 22.00 | 19.00 | 16.00 |

Second Sheet— no printing

| | | | | | | |
|--------------------------------------|-------|-------|-------|-------|-------|-------|
| 8 1/2 x 11", 100% cotton/rag content | 37.00 | 37.00 | 36.00 | 35.00 | 34.00 | 33.00 |
| 8 1/2 x 11", 25% cotton/rag content | 18.00 | 18.00 | 17.00 | 16.00 | 15.00 | 14.00 |

Envelopes:

| | | | | | | |
|--------------------------------|-------|-------|-------|-------|-------|-------|
| Size 10, 24#, white | 40.00 | 40.00 | 35.00 | 30.00 | 25.00 | 20.00 |
| Size 10, 24#, white, window | 42.00 | 42.00 | 37.00 | 32.00 | 27.00 | 22.00 |
| Size 9, 24#, white | 50.00 | 50.00 | 45.00 | 40.00 | 35.00 | 30.00 |
| Size 6 3/4, 24#, white | 41.00 | 41.00 | 36.00 | 31.00 | 26.00 | 21.00 |
| Size 6 3/4, 24#, white, window | 46.00 | 46.00 | 41.00 | 36.00 | 31.00 | 26.00 |

2. Islands of Hawai'i , Kaua'i, Maui, Lanai, and Molokai**Black and White****Quantity Discount**

| Letterhead - Bond 20# Sub, White: | Unit Price Per Ream | 1-4 | 5-9 | 10-19 | 20-29 | 30 plus |
|--|------------------------|-------|-------|-------|-------|---------|
| 8 1/2 x 11", 100% cotton/rag content | 74.00 | 74.00 | 67.00 | 60.00 | 53.00 | 46.00 |
| 8 1/2 x 11", 25% cotton/rag content | 43.70 | 43.70 | 39.10 | 34.50 | 29.90 | 25.30 |
| 8 1/2 x 5 1/2", 25% cotton/rag content | 32.20 | 32.20 | 28.75 | 25.30 | 21.85 | 18.40 |

Second Sheet— no printing

| | | | | | | |
|--------------------------------------|-------|-------|-------|-------|-------|-------|
| 8 1/2 x 11", 100% cotton/rag content | 39.00 | 39.00 | 38.00 | 37.00 | 36.00 | 35.00 |
| 8 1/2 x 11", 25% cotton/rag content | 20.70 | 20.70 | 19.55 | 18.40 | 17.25 | 16.10 |

Envelopes:

| | | | | | | |
|--------------------------------|-------|-------|-------|-------|-------|-------|
| Size 10, 24#, white | 46.00 | 46.00 | 40.25 | 34.50 | 28.75 | 23.00 |
| Size 10, 24#, white, window | 48.30 | 48.30 | 42.55 | 36.80 | 31.05 | 25.30 |
| Size 9, 24#, white | 57.50 | 57.50 | 51.75 | 46.00 | 40.25 | 34.50 |
| Size 6 3/4, 24#, white | 47.15 | 47.15 | 41.40 | 35.65 | 29.90 | 24.15 |
| Size 6 3/4, 24#, white, window | 52.90 | 52.90 | 47.15 | 41.40 | 35.65 | 29.90 |

BUSINESS CARDS

All prices are per box. There are 500 cards in a box. MINIMUM ORDER is one box.

5. Island of O'ahu (Includes Delivery and Handling)

| | Base Price for 500 Cards | Per Additional Name | Per Additional Box of Identical Cards | Per Box Printing on Back | Per Box of identical Cards Printing on Back |
|-------------------------------|-----------------------------|------------------------|--|--|--|
| Black ink | 65.00 | +25.00 | +25.00 | +25.00 | +25.00 |
| Black ink and CAMPUS color | 80.00 | +30.00 | +30.00 | black +30.00 Black and Campus color +50.00 | +50.00 +50.00 |

EXTRA CHARGES for O'ahu only (Outer Islands please call HCI at (808) 587-3475).

- Gold foil stamping, add \$130.00 per box (available only for president, vice presidents, and chancellors)
- Multiple name orders over increments of FOUR are an additional \$20.00 for black ink and \$40.00 for black and campus color ink. Examples:

| | |
|-----------------------------------|------------------------------------|
| Black ink | Black and Campus Color |
| 5-8 names, add \$20.00 | 5-8 names, add \$40.00 |
| 9-12 names, add \$40.00 | 9-12 names, add \$80.00 |
| 13-16 names, add \$60.00 etc. . . | 13-16 names, add \$120.00 etc. . . |

Sample order of 7 names at 1000 cards each, black ink one side:

| |
|---|
| \$65.00 (base price) |
| \$150.00 (per additional names 6 x 25) |
| \$175.00 (per additional box of identical cards 7 x 25) |
| + \$20.00 (4 plus 3 names = 1 increment of 4, and 3 more names) |
| = \$410.00 |

6. Islands of Hawai'i, Kaa'u, Maui, Lanai, and Molokai (Includes Shipping and Handling)

| | Unit Price Per Box |
|---|-----------------------|
| One name, black ink | 75.00 |
| One name, black ink and CAMPUS color | 90.00 |

Questions pertaining to this circular may be directed to Karlee Hisashima, Procurement Specialist, Office of Procurement and Real Property Management, telephone (808) 956-8687, Rowen Tabusa, Media Production, telephone (808) 956-9524 or Justin Ouchi, Hawai'i Correctional Industries (808) 485-5163.