**NEWS FROM CF PRINTING AND POSTAL SERVICES.**

**CF Printing Services**

Building 32  
Hours of operation  
**Print shop:** 7:30 a.m.-5:30 p.m., Monday-Friday  
**Phone:** 352-854-2322, ext. 1483, 1590 or 1588  
**Email:** printshop@cf.edu

There is a convenient drop box in front of the Bookstore Building labeled *Drop Box for CF Mail and Printing Request.*

**CF Printing Services will be open** on the following days during the College of Central Florida Winter Break 2014.

- Dec. 19-24  
  8 a.m.-5 p.m.  
- Dec. 29-31  
  8 a.m.-5 p.m.

**CF printing services provides printing services for the following:**
Staff, faculty, students, other CF entities and community nonprofit organizations.

We print black or color prints and wide format printing in a wide variety of items.

Exams, course publications for the bookstore, transparencies, business cards, bookmarks, brochures, programs, flyers, postcards, rack cards, photos, books, magnets, calendars, invitations, banners, posters, schedules, envelopes, letterhead, assorted all occasion cards, and much more. Call us if have questions.

**We are convenient:**

- 24 Hour turnaround (Exams, Syllabi, Etc.) larger jobs require more time.
- Pickup and delivery of printed materials.
- Send your print jobs (especially color jobs) via email (9mb is the email size limit), CD, or flash drive.
- Fillable duplicating request forms on the Intranet under Forms or Department Sites.
- We have document, address and variable data merging capabilities.
- Personal printing for staff.
- Some designing of materials.
- BOOK BINDING: spiral, glue and signature

**Being sustainable in CF Printing Services:**
An assortment of baby shower, birthday, get well, sympathy, thank you, thinking of you, wedding cards and more are available in the post office. We carry an assortment of cards for special holidays as well. Our cards are made from our recycled paper products. These are biodegradable with a variety of seeds in the cards. When the card has served its usefulness the card can then be planted and it will grow an assortment of flower/herbs. The cards are much prettier in the rack than in the scanned photo. **$2 per card includes envelope.**

Read about our **PRINTSHOP SUSTAINABILITY.**
CF Postal Service News

Hours of operation
Post Office: 8 a.m.-5 p.m., Monday-Friday
Lobby hours: 6:30 a.m.-9 p.m., Monday-Friday
8 a.m.-5 p.m., Saturday-Sunday
Location: Building 34, Room 104
Phone: 352-873-5803, ext. 1396 or 1588
Email: usps@cf.edu
Web: www.cf.edu/postal
Shipping & Receiving: Ext. 1513, Building 38

Addressing interoffice envelopes
When you are addressing interoffice envelopes it would be a great help to the postal services staff if you would place on the envelope the following information.

First and Last name of the person to whom you are sending the information to.
Department
Building number
Cross out any other names on the envelope before dropping it in the mail box for pickup.
**FedEx Shipping Forms**

We now have two different FedEx shipping forms.

1. FedEx Domestic Shipping (For shipping within the United States, including Alaska, Hawaii, and Puerto Rico.)
2. FedEx International Shipping

**When addressing for international shipping please use the following style.**

MS JOYCE BROWNING  
2045 ROYAL ROAD  
LONDON WIP 6HQ  
ENGLAND

The destination for your item is crucial in determining what documentation you’ll need, the duties and taxes you’ll pay, and much more. But first you need to have on hand four very basic pieces of information, which will be required on all your international shipping documents:

1. The shipper’s FedEx account number.
2. The shipper’s address and contact information.
3. Your recipient’s address and contact information: name, address including postal code, and phone number and sometimes country code.
4. The recipient’s phone number is required. (not your number or your extension)

Always ask customers in all countries for their postal codes and country codes; FedEx relies on these codes to route your shipments to countries such as India and China, which have established postal code systems. **If you do not include the postal code, your shipment may be delayed.**

Below are examples of the correct recipient information for international mailing/shipping: Use the link below to find a country code (ISO Code-Alpha-2)/postal code. For Universal Database Country Code-Postal Code Information. 

Click on “Looking up a postcode” on the right side.  
Choose “List of sites by country”  
Choose the country then “Access to this service”.  
Choose province or district from drop down box; then “Search Postal Code”.

**Mr. Bill Sharp**  
25 Raglan Street, Ste. 205  
Toronto, Ontario  
**M5V 2Z9**  
**CANADA**

**Mr. Nguyen Thi Huong**  
No 16/2, Quang Trung street  
Hang Trong precint, Hoan Kiem district  
**HANOI 123456**  
**VIETNAM**

**Lee Wan Lin**  
11th Floor  
Mai Shun Industrial Building Block D  
18-24 Kwai Cheong Rd.  
KWAI CHUNG  
NEW TERRITORIES  
HONG KONG

Sometimes a country code is required along with the postal code. Each country’s postal system is different. If you still need help please don’t hesitate to give me a call at ext. 1588.
Additional Services in the Post Office

- Postal Mail Box Rentals (PMB's)
  Postal mail box rentals are now available in the post office. PMB's are available for students, staff, faculty and (community if boxes are available.) The cost is $25 per year with an additional $15 key deposit.
- Now accepting credit cards, debit cards, and checks to purchase shipping supplies and stamps.
- Wide variety of shipping boxes, padded envelopes and other shipping supplies are available.
- Notary services
- Fax services
- Student printing services

The 2014-Holiday stamps are here alone with Holiday cards made from our shredded paper. Take advantage of our postal services for your holiday one stop shipping.

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Dec. 19-24  8 a.m.-5 p.m.  Dec. 29-31  8 a.m.-5 p.m.

USPS Priority Flat Rates

- Small box - $5.95
- Medium box - $12.65
- Large box - $17.90
- Large APO/FPO box - $15.90
- Regular Flat Rate envelope - $5.75
- Legal Flat Rate envelope - $5.90
- Padded Flat Rate envelope - $6.10

USPS Priority Express Mail

- $100.00 Insurance included
- Service standard unchanged
- Guaranteed delivery date
- Guaranteed delivery date
- USPS tracking number included
- Pickup available
- Signature included

Priority Mail changes

- Use the USPS map at the web address below to get day-specific Priority Mail Delivery information based on Zip Code. https://www.usps.com/priority-mail/map/
- $50 insurance included
- USPS tracking number included
- Flat rate up to 70 lbs.
- Pickup available
- Tracking information printed on sales receipt

Shipping Services

- A large variety of flat-rate boxes and envelopes for Express Mail and Priority Mail, including the padded and legal-sized flat rate envelopes
- We have a large variety of holiday boxes
- We are your one stop shipping place, you don’t have to leave the campus
- Three ways to ship USPS, FedEx and UPS

Revised 11/12/14