

PRINT and COPY ORDER PROCESS

March 25, 2026

The following process for acquiring print and copy services for all campus departments shall begin on March 25, 2026. Please follow these instructions and only contact KC Blueprint and Neal Settle for print/copy materials and Digital Niche for graphics and acrylics. Printing details and links to the order pages for each contracted vendor shown below and are on the Print and Copy Center Webpage

Getting Started on the Print/Copy Order Process:

- If you need standard print and copy services for product or duplicate products such as general information, syllabi, course materials, etc. and items which were previously ordered from the Print and Copy Center, you will contact UCM's contracted print vendors - KC Blueprint or Neal Settle.
- If you need printing something for recruitment purposes or an external audience (outside the university), you will contact the Office of Integrated Marketing and Communications (IMC) to initiate a job request to have your project created or reviewed.
- Environmental branding such as wall graphics, acrylics, vinyl lettering, etc. must be ordered through IMC.

Ordering Business Cards, Envelopes or Letterhead.

- All Business Card orders are to be placed with Neal Settle unless they cannot meet your delivery schedule.
 - Business Cards are ordered from the approved preselected list of layouts and formatting
 - See list of templates on the Neal Settle Print and Copy Webpage
- All Envelope orders are to be placed with Neal Settle unless they cannot meet your delivery schedule.
- Letterhead and all other types of printing and copying can be ordered from either KC Blueprint or Neal/Settle.

Initiate an order with a print vendor from the list below using the vendor's UCM Order Form and initiate an order to be typeset prepared to fit your needs. Provide the vendor with the content of your item including department, names, contact information, etc.

UCM CONTRACTED PRINTING and PRINT CONSULTING VENDORS
All Ink on Paper Items, Postcards, Flyers, Brochures, Stickers, Posters, Etc.



www.kcblueprint.com
816-527-0900



www.nealsettle.com
Login ID: ucm
PW: print1now
816-763-2211

Vinyl Lettering, Wall Graphics, and Acrylic Items with Installation Required



www.digital-niche.com
816-373-5049

Engraved Items - Name Tags, Desk/Door Plates, Awards, etc.

Contact Avery Deevers, UCM Career and Technical Education Department
543-4458

Important information to include with your print order to the Print Vendors for best results:

- Know your material specifications and clearly state them in your order documentation
 - paper weight, sheen/finish, desired finish size, etc.
 - If you do not know this information, request professional services from the printer with the basic details.
- Provide the vendor with a clean, high resolution file with high quality images.
 - To order reprints, review previous emails which would have been exchanged with the Print Shop for these files.
 - If IMC created the files, they would have access to them as well.
- Provide the finished size you wish the product to be.
 - If your file bleeds, provide a proper bleed file with your order.
 - If you do not know this information, request professional services from the printer with the basic details.
- Provide any bindery information or specialty finish requests.
- Inform the vendor that they **MUST** provide an emailed PDF proof for all orders or if you wish to move on to the production process without receiving a digital proof for final review.
- Provide a clear and realistic due date for delivery +1 day for routing to campus after arriving to Distribution Services. (Confer with vendor on what constitutes a regular order and what is a rush order.)
- **If you need assistance putting together a file or determining any of the information above, contact the Print Vendor and request professional service assistance.**
- The vendor will provide you with an invoice. It is the User Department responsibility to issue a non-catalog confirmation only requisition in UCMarket to the vendor to create purchase order for receipt and payment.

OTHER NOTES:

- The hourly rate for Professional Services from Neal Settle is \$90.00/ Hr – Min. \$15.00
- The rate for Professional Services from KC Blueprint is \$15.00
- KC Blueprint normally delivers on Tuesday and Thursday each week.
- Neal Settle has no set delivery days.
- See flyer from KC Blueprint for Rush Order fees
- You must approve proofs on all orders in a timely manner to ensure you are getting the quality you want and the delivery date you need. Failure to respond to emails with proofs shall void the delivery date and may result in the cancellation of the order.
- If you have any questions or problems with placing print/copy orders or with the Print Vendors, please call the Procurement Office at 543-4001.