

## 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**  
Site Manager  
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.

# 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 email it to :

[LCprintshop@lee.edu](mailto:LCprintshop@lee.edu)  
or  
[shernandez@lee.edu](mailto:shernandez@lee.edu)

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 to the print shop.



## Our Commitment

We resolve 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 specializes 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

