

Preferred Print Services Vendor Information

As of 3/4/2024

The University of Hartford is no longer offering print services to external partners.

The following companies are ready to assist college departments with their upcoming printing needs.

Merritt Graphics

www.merrittgraphics.com/

- [Brochure of Services](#)

To upload a project, please visit

<https://www.merrittplanroom.com/upload>.

Fill out the information, note the following:

- under location, please select “print solutions”
- under additional instructions, please include
 - For **college departments**, please indicate the department account #, building name/room location for delivery and any other instructions.
 - For **students submitting posters**, please include your name, department name, and your professor’s name; please upload file as pdf (preferred) or PowerPoint; set the slide size appropriately (24x36 recommended for Research Symposium and other on-campus presentations); submit one week in advance.

Note: posters will be delivered to the Post Office for student pick up.

General Information

Invoicing: A signature will be necessary to process the invoice upon receipt.

Turnaround: approximately 3-5 days depending on the complexity of the project. Please indicate your needs during the ordering process.

Delivery: Orders will be delivered to your building directly.

Note: student poster requests will be delivered to the Post Office.

Questions, please contact

Alyssa Hammond, Project Manager

ahammond@josephmerritt.com or 860.296.2500 ext 1509

Stacey Davis, Sr. Project Manager

sdavis@josephmerritt.com or 860.296.2500 X1150

Dupli via Unimarket/CTW-OneSource

<https://trincoll.unimarket.com/>

In order to place an order, the user must have an account with Unimarket/CTW-OneSource. Each department has a limited # of people with an account.

Their contact information is below.

Note: contact Brent Dufour, Account Manager at: (860-953-6847 (work) or (203) 913-2276 (cell) email: bdufour@duplionline.com. The online submission will be available soon.

General Information

Invoicing: If the order is processed through the UNIMARKET/CTW-ONESOURCE One Source site, Accounting will process the charge to your department account # provided through the order submission. Otherwise an invoice will be provided and it will need to be submitted to Accounting for payment.

Turnaround: approximately 7-10 days depending on the complexity of the project. Please indicate your needs during the ordering process.

Delivery: Orders shipped to campus and delivered to your campus department by Post Office.

Questions, please contact Brent Dufour, Account Manager at: (860-953-6847 (work) or (203) 913-2276 (cell) email: bdufour@duplionline.com or Donna Podann (860) 953-6847 (work) email: dpodann@duplionline.com

Consider the environment. Pause before you print.

Print Services	Preferred Vendor(s)	
Course Packs	Please contact the College Bookstore directly at bookstore@trincoll.edu .	
Copy & Print	Merritt Graphics See required information on page 1.	Dupli via Unimarket/CTW OneSource
Business Cards, Letterhead, and Envelopes	Dupli via Unimarket/CTW OneSource	
Labels	Individual addressing should be added to print jobs at submission.	

Frequently Asked Questions

General

- Do I need credentials to send jobs to Merritt Graphics and Dupli?**
 A login is not necessary for Merritt Graphics. Please visit www.merrittgraphics.com/, select "Upload A File". Make sure to indicate the following in the online form: under location, please select "print solutions" and under additional instructions, please indicate your department account #.
 Dupli orders can be placed through our eProcurement ordering system, [Unimarket/CTW OneSource](#) or by contacting Dupli directly.
- How can I get my print jobs?**
 Orders placed will be delivered to your campus department via the Post Office.
- How will I be charged for my print jobs?**
 When submitting a job to [Merritt Graphics](#) or [Dupli](#), you will be required to provide a departmental account number. Merritt Graphics will provide an invoice which must be signed off and processed to the Accounting. Dupli orders done via [Unimarket/CTW OneSource](#) will be processed automatically to the department account # provided during the order submission.

Course Packs

- How do I place an order for Course packs?**
 Course packs are ordered through the College Bookstore. They will manage all aspects of the job once it's submitted, including setting a quantity for printing and selling the packets to students. They will also let you know when the job has been returned to the campus and available in the bookstore. Please contact the College Bookstore directly at bookstore@trincoll.edu.
- Do I need to worry about copyright issues?**
 It is your responsibility to clear copyright before sending the document out to be printed. The Library maintains a helpful guide to answer some of your questions, and is available for specific questions as they arise. The Lib Guide is available here: courseguides.trincoll.edu/courses
- What if I don't have my course pack in a digital format?**
 If you need assistance scanning in items for a course, contact the Library & IT Desk via ishelp@trincoll.edu and staff can assist you in the use of your department's Canon copier/printer to scan items to a flash drive.
- How do I merge files and edit pdfs to create a course pack?**
 If you need to merge pdfs to build a course pack, there are free tools available for this and other simple edits, such as adding, removing, and reordering pages.
 - Windows users can download PDF Shaper Free from www.pdfshaper.com/download.html
 - Merge instructions are here: <https://www.pdfshaper.com/help/merge.html>
 - Other general documentation is here: <https://www.pdfshaper.com/help/rotate-pages.html>
 - Mac users can merge PDFs using Preview.
 - Merge instructions are here: support.apple.com/en-us/HT202945
 - Other general documentation: <https://support.apple.com/guide/preview/add-delete-or-move-pdf-pages-prvw11793/mac>

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Business Cards, Letterhead, Envelopes, Posters, etc.

- **How do I get my business cards printed?**

Business cards may be printed through Dupli, via our [Unimarket/CTW OneSource](#) site. They have been provided with the Trinity business card template, which includes the layout and a high-resolution copy of Trinity's logo. You will need to supply the contact information (Name, title, email address, etc.) you want to appear on the right side of the card.

- **How do I get letterhead and envelopes?**

From Dupli, through [Unimarket/CTW OneSource](#). They have been supplied with high-resolution files of Trinity's logo and a template for the layouts.

- **How do I get large format posters printed?**

Large format posters can be printed by Merritt Graphics and delivered to campus. See instructions in the chart above.

- **How do I get marketing material printed?**

Promotional posters, flyers, booklets, and other material can be printed via [Merritt Graphics](#) or [Dupli](#), and delivered to campus. See instructions in the chart above.

- **What about stuffing or labeling envelopes?**

If you are working with a print company to produce any part of your job, we recommend you talk with them and add these services. Some campus departments that more regularly stuff or label envelopes employ students to give them a hand with stuffing.

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