

# UniPrint Online Ordering

CFAES Departments must order envelopes, business cards and letterhead from an approved University provider. The instructions below direct you for printing through UniPrint in Columbus. You may also order from the OARDC Printshop in Wooster.


- #10 Regular Envelopes: \$.032 per Unit (5,000 minimum order)
- #10 Window Envelopes: \$.057 per Unit (5,000 minimum order)
- 6 x 9 Booklet envelopes: \$.064 per Unit (1,000 minimum order)
- 9 x 12 Booklet envelopes: \$.084 per Unit (1,000 minimum order)
- This pricing is based on Customer Typesetting and Proofing Online
- Orders sent to UniPrint for processing will have an additional \$20.00 per order processing fee.

## Ordering Extension Envelopes, Letterhead, Business Cards and Stationary

<http://uniprint.osu.edu>

1. On the top click on Order Online
2. Then click departmental eRequest
3. Input your: OSU Internet (kerberos) username and password – this will allow you to enter the site.
4. You are in the “Place Order” tab, choose the item you would like to order.
5. Then pick

Envelopes	Business Cards
<ul style="list-style-type: none"><li>• Select OSU Envelopes</li><li>• Select size</li><li>• Follow letterhead sample below</li></ul>	<ul style="list-style-type: none"><li>• Choose The Ohio State University Business Cards</li><li>• OSU Business Card V-2</li><li>• Follow the sample below</li></ul>
Letterhead	
<ul style="list-style-type: none"><li>• Select OSU letterhead</li><li>• Select 786 OSU Letterhead v1</li><li>• Follow the sample below</li></ul>	

6. Type in the necessary information
7. Click , and view and review the pdf (NOTE: THIS IS THE PROOF, MAKE SURE ALL INFORMATION IS CORRECT)
8. Once reviewed, pick the quantity and add to shopping cart
9. From your shopping cart, just below it, click “checkout”.
10. OPEN NEW WINDOW (DO NOT CLOSE THIS WINDOW) and Go to <https://erequest.osu.edu>
11. Create an Internal Order eRequest. In the eRequest:
  - a. Use 1 for the quantity
  - b. Use the total amount of the order for the Total Estimated amount
  - c. Use “Uniprint Printing/Copying” as Internal Vendor
12. Type in shipping, click continue
13. Go back to the Uniprint site, type in the eRequest number (PR#) and shipping, then click continue.
14. Enter PR number and billing information, then click continue.
15. Review the order, then click Complete Order
16. The web order number is assigned to you. You will receive an email confirming your order.

**Delivery takes approximately one to two weeks.**



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

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## Samples

Letterhead- Fill in

Academic/Operating Unit Line One (red)	College of Food, Agricultural
Academic/Operating Unit Line Two (red)	
Department/Center/Institute/Program Line One	Adams County Extension
Department/Center/Institute/Program Line Two	
123 Building	Room 104
1234 Street Name	215 N Cross St
City	West Union
State	OH <input type="button" value="v"/>
	<i>Please choose from drop down</i>
Zip	45693
Phone	Office <input type="button" value="v"/>
	<i>Please choose from drop down</i>
Phone Number	937-544-2339
Fax	Fax <input type="button" value="v"/>
	<i>Please choose from drop down</i>
Fax Number	937-544-8125
Email Address	<input type="text"/>
	<i>name.n@osu.edu</i>
Web Address	http://adams.osu.edu/ osu.edu
Optional Line	<input type="text"/>
	<i>Optional Line</i>

Finished Product

<b>College of Food, Agricultural, and Environmental Sciences</b>
Adams County Extension
Room 104
215 N Cross St
West Union, OH 45693
937-544-2339 Office
937-544-8125 Fax
http://adams.osu.edu/

Business Cards- Fill in

<i>Name and Title Block</i>	
FistName LastName (red)	Shannon Donovan
	<i>First M. Last</i>
Title 1	Accountant
Title 2	<input type="text"/>
<i>Address Left Block</i>	
Academic/Operation Unit (red)	College of Food, Agricultura
Department/Center/Institute/Program/Other	Business Office, Columbus
<i>Address Right Block</i>	
123 Building	4 Agricultural Administration
1234 Street Address	2120 Fyffe Road
City	Columbus
State	OH <input type="button" value="v"/>
	<i>Please choose from drop down</i>
Zip	43210
<i>Phone/Email Left Block</i>	
Phone	Phone <input type="button" value="v"/>
	<i>Please choose from drop down</i>
Phone Number	614-688-1319
	614-292-1111
Email Address (email.#@osu.edu)	donovan.47@osu.edu
<i>Fax/Web Right Block</i>	
Fax	Fax <input type="button" value="v"/>
	<i>Please choose from drop down</i>
Phone Number	614-688-0529
	614-292-2222
Web Address (osu.edu)	osuebusiness.osu.edu
	<i>No www or http or https</i>

Finished Product

	<b>THE OHIO STATE UNIVERSITY</b>
<b>Shannon Donovan</b> Accountant	
<b>College of Food, Agricultural and Environmental Sciences</b>	4 Agricultural Administration 2120 Fyffe Road Columbus, OH 43210
614-688-1319 Phone donovan.47@osu.edu	614-688-0529 Fax osuebusiness.osu.edu