

The UC Hastings Business Center Is Here For You!

- We are a full-service print, copy, and mail facility managed and operated by dedicated UC employees.
- Our purpose is to support the needs and enhance the mission of the College.
- No purchase orders are required.
- We have a long track record of providing high quality service at a reasonable price.
- A bid process is not required for jobs less than \$100K.
- We are not required to charge any department sales tax.
- We serve as stewards to protect the printed identity of the College.
- Our services are designed to work within an academic environment.
- By using our services, the funds stay within the UC system.

We accept College accounts and offer easy pick-up and delivery!

Student Services

- Exam Printing
- Moot Court Briefs
- Book Cutting
- Business Cards

Printing & Copying/Digital Printing

- Brochures
- Newsletters
- Flyers
- Calendars
- Forms
- Oversized Posters
- Invitations
- Course Packs
- Surveys
- Annual Reports
- Complete Bindery Services

Design Services

- Marketing Materials
- Print and Copy Design
- Typesetting
- Website Design & Maintenance
- Digital Photography
- Database Development
- Presentation Development

Integrated Document Management

- High Volume Scanning & Archiving
- CD/DVD Production/Duplication

- Image Scanning
- Variable Data Printing/Mail Merge

Copier Management Program

- Self-Service Copiers
- Networked Multifunction Systems

Office & Specialty Papers

- Recycled Office Paper
- Specialty Papers

Business Stationery

- Business Cards
- Letterhead
- Envelopes
- Note Cards
- Notepads
- Presentation Folders

Bulk Mail Services

- Folding
- Forms
- Inkjet
- Inserting
- Mail Consulting
- Mailing List Management
- Mailing List Postal Certification
- Postal Permits
- Postal Regulations
- Sorting for Bulk Mail
- Tabbing

Some rates are negotiable based on high volumes and competitive market conditions.

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UC HASTINGS
COLLEGE OF THE LAW
EST. 1878

Locations

UC Hastings Business Center

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Phone 415-565-4882 | Fax 415-565-4653
Monday - Friday 8am - 5pm
www.uchastings.edu/about/admin-offices/business-center

UCSF Mission Center

1855 Folsom Street,
San Francisco, CA 94103
<http://tiny.ucsf.edu/print>

To learn more about how we support UC Hastings, please visit www.uchastings.edu/about/admin-offices/business-center

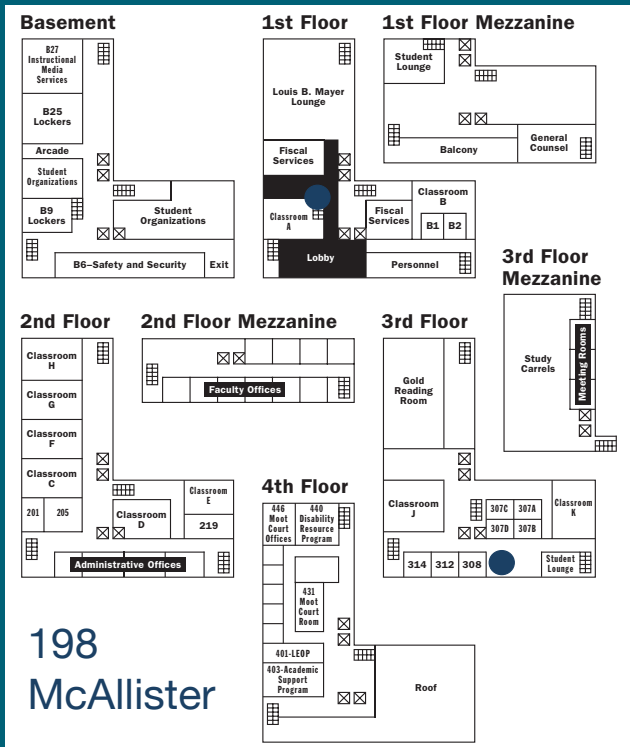
Campus Copiers for Students

Accessible Copiers are located in the 200, 198, and 100 buildings.



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100 McAllister

Lobby, 1st Floor Xerox 5845
Mezzanine, Xerox 5638

Journals, 22nd Floor, Xerox 3635

198 McAllister

Alcove, Next to Classroom A, Xerox 5638
Student Lounge, 3rd Floor, Xerox 5638

200 McAllister

Law Library, 4th Floor, Xerox 5638

Business Center, 1st Floor Lobby, Xerox 5638

Career Services, 2nd Floor, Room 230, Xerox 5645

Law Library, 4th Floor, Xerox BookMark 40

Law Library, 4th Floor, Xerox 5845

Law Library, 4th Floor, Xerox 5845

Law Library, 4th Floor, Xerox 5638

Law Library, 5th Floor, Xerox 5645

Law Library, 5th Floor, Xerox BookMark 40

Law Library, 5th Floor, Xerox 7530 Color

Law Library, 6th Floor, Xerox BookMark 40

