

# First Choice

University Services, Northwestern University

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## Making "Cents" of the Postal Rate Increase

Just when we used up the last of our 2 cent stamps from the previous postal hike, the United States Postal Service upped the cost of a first class letter to 41 cents last month. But there is much more to the new rates. The major change is the new "shape based pricing." In an effort to encourage the use of "letter-sized" mail, which more efficiently fits through automated mail equipment, the Postal Service has increased the rates on larger envelopes or "flat mail."

Approximately 5 pages of normal copier paper, or 4 pages of water-marked letterhead can be sent in a standard letter-sized envelope at the one ounce rate.

The chart below illustrates how the new rates make using letter-sized envelopes more cost-effective. For additional information please go to: [www.usps.com/prices](http://www.usps.com/prices) or contact Mail Services Manager, Tom Luczkowiak at 1-8411; [t-luczkowiak@northwestern.edu](mailto:t-luczkowiak@northwestern.edu)

Weight	Type of envelope	Former Rate	New Rate
1 ounce	Letter	.39	.41
1 ounce	Flat	.52	.80
2 ounce	Letter	.63	.58
2 ounce	Flat	.63	.97
3 ounce	Letter	.87	.75
3 ounce	Flat	.87	1.14
4 ounce	Letter	1.11	.92
4 ounce	Flat	1.11	1.31

## Triangle's Online Ordering System for NU Stationary Items Now Up and Running

Earlier this year, Triangle Printers was awarded the contract to produce business cards, letterhead, envelopes and other stationery items. The process has been streamlined into an efficient online ordering website customized for each school and division within Northwestern.

Proofs can be created on-line and instantly approved. A tracking number and estimate is generated immediately. All orders are conveniently charged to your CUFS number, eliminating the need for a PO.

If you are the person in your school or department who is responsible for ordering business cards and stationery products and are not set up with Triangle, or if you need to place an order and do not know who to go to in your department please contact Steve Goerth about the specifics of your department's online ordering site: (847) 675-3700 ext. 265; [sgoerth@triangleprinters.com](mailto:sgoerth@triangleprinters.com) General questions can be directed to the Print Services Program Manager, Tom Luczkowiak at 1-8411; [t-luczkowiak@northwestern.edu](mailto:t-luczkowiak@northwestern.edu).

## FedEx Kinkos Cuts Prices Again

In our spring newsletter, Fed Ex/Kinko's announced that they were lowering the prices for black and white copies from 3.5 cents to 3 cents per copy at the FedEx Kinko's copy centers. We are pleased to announce, that for a limited time, they have lowered all of their prices. If you are a regular customer, it's their way of rewarding your loyalty. If you've never tried their services or only use them for certain orders, they want to demonstrate what they are capable of doing. The lower prices include black and white, color and all finishing services. This applies to all University work charged to a CUFS number. You can bring the work in, call for free pickup, or send it electronically (preferred).

## Order Custom Stamps and Signs with a Click of Your Mouse

You can now order customized items such as stamps, seals, name badges or signs through Build-a-Stamp on the Eway home page. Simply click on the "Custom Stamps Online Ordering" link and choose from preset templates for stamps, signs and badges, or be creative and design your own. An instructional sheet will guide you through your first visit.

Current E-way users have been pre-registered on Build-a-Stamp. If you are not currently registered for E-Way you will need to register by clicking on the "register" tab. Enter all required fields (IMPORTANT: Enter FKbnfc for Registration Code). Your password is your first name, proper case lettering, i.e. Jeff or Sandra.

Please visit the Stamp Order link for more information and detailed instructions: [www.univsvcs.northwestern.edu/officesupplies/stamporder.html](http://www.univsvcs.northwestern.edu/officesupplies/stamporder.html), or contact Ellen Barnes at 1-3274; [e-barnes@northwestern.edu](mailto:e-barnes@northwestern.edu).

## The WildCARD Office Can Make Custom Conference and Event ID Badges for Your School or Department

Did you know that the WildCARD office can produce custom conference and event ID badges for your school or department? The office recently completed an upgrade to the latest version of the ID Centre card production software program. This latest upgrade features new card production tools that will enhance the custom card production capabilities of the system. If you are interested in learning more about the ID badges, please contact Art Monge at 7-3135; [a-monge@northwestern.edu](mailto:a-monge@northwestern.edu).

### FedEx Kinkos Locations

Evanston campus  
Norris University Center  
1999 Campus Dr, Ground Fl  
Phone: 847/491-3113  
Fax: 847/491-3103  
[fmc3605@fedexkinkos.com](mailto:fmc3605@fedexkinkos.com)

Chicago campus  
Duplicating Center  
(Operated by FedEx Kinkos)  
Searle Building, Room B407  
Phone: 312/503-8995  
Fax: 312/503-6978  
[fmc3610@fedexkinkos.com](mailto:fmc3610@fedexkinkos.com)

### Where do you go for printing/ duplicating while off-campus or burning the midnight oil?

If you have copying or printing needs and are off-campus or it is after normal working hours, you can charge University work to your CUFS number at the FedEx Kinko's on Greenbay Rd. in Evanston or Wells St in Chicago. You can also e-mail them files, instructions and billing information.

#### Greenbay Road Store

2518 Greenbay Road  
Phone: (847) 475-8650  
Fax: (847) 475-4364

[usa3605@fedexkinkos.com](mailto:usa3605@fedexkinkos.com)

Hours: 6am-9pm M-F;  
9am-9pm Sat & Sun

#### Wells Street Store

444 N Wells St.  
Phone: (312) 670-4460  
Fax: (312) 670-0812

[usa3610@fedexkinkos.com](mailto:usa3610@fedexkinkos.com)

Open 24 Hours



## Going Green: eCycling

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In honor of Earth Day, University Services' eCycling (Electronics Recycling Program) joined with Facilities Management to hold a recycling event at Norris. The event launched the eCycling program's expansion to include student's personal computers and computer equipment. Over 30 pieces of computer equipment were collected and information regarding NU's recycling programs were distributed. In addition, more than 20 old cell phones were collected and donated to the Call to Protect Program. Call to Protect provides wireless phones to domestic violence agencies.

The eCycling program works to keep electronic equipment, which contains metals and other materials, out of Northwestern's solid waste stream where it can be hazardous to human health and the environment.

This program isn't just for students; faculty and staff can take advantage of it too. You can recycle NU-owned equipment without even leaving your office. Our eCycling program includes pick-up for all NU-owned equipment at no charge. To see what equipment can be recycled and to schedule a pick-up, visit our website at: [www.univsvcs.northwestern.edu/ecycle](http://www.univsvcs.northwestern.edu/ecycle).



Information on donating or recycling personal computer equipment and cell phones can be found at: [www.univsvcs.northwestern.edu/ecycle/staffpersonal.html](http://www.univsvcs.northwestern.edu/ecycle/staffpersonal.html).

## Equipment Calibration and Cleaning

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The Lab Supplies Program has implemented regular dates for on-site equipment calibration and cleaning. On the Evanston campus you can drop off equipment on the first and third Tuesdays of each month at the VWR Stockroom located in Tech KG48. On the Chicago campus you can drop off equipment on the second and fourth Tuesday of each month at the VWR Stockroom located in Morton Rm B652. Pat Covarrubias, VWR's on-site Calibration Specialist, will be available to answer your questions and be of any assistance to you.

Equipment that can be calibrated and cleaned includes, but is not limited to:

- Pipettes (all makes and models)
- Temperature Instruments
- Timers and stopwatches
- Humidity and Pressure Instruments

If an item is too large to drop off, stop by the VWR Stockroom and pick up a repair form. A repair person will schedule an appointment to clean and calibrate it. For questions, contact Laboratory Supplies Program Manager, Ellen Barnes at 1-3274; [e-barnes@northwestern.edu](mailto:e-barnes@northwestern.edu).

## I-Go Car Rental Update

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NU's I-GO contract was extended for another year and a second car has been placed on the Evanston campus. Membership has also been extended to include 18-20 year-olds for the first time.

I-GO offers car rentals by the hour for the Evanston and Chicago campuses. This is convenient when you have personal business to take care of during your work day. For specific information on I-GO parking space locations, prices, and reservations please go to: [www.igocars.org](http://www.igocars.org) or call (773) 278-4446.



Easy. Affordable. Eco-Friendly.

[www.igocars.org](http://www.igocars.org)  
773 278-4446

## Another Successful Spring Vendor Show

We'd like to thank everyone who came out to our second annual Spring Vendor Expo in March. This year, more than 50 vendors showcased everything from office supplies and promotional products to catering services and computers. Over 400 NU faculty and staff came to the Expo to talk to our preferred vendors, sample the coffee and cuisine, and get the scoop on the newest products available.



If you missed this year's expo, you don't have to wait until next year to find out about the products and services available – simply take a look at our Purchasing Resource Services website: [www.univsvcs.northwestern.edu/Purchasing](http://www.univsvcs.northwestern.edu/Purchasing). And don't forget to mark your calendar for next March!

## Featured WildCARD Advantage Member: Ben & Jerry's

After a long winter, summer is finally here, and nothing goes better with summertime than ice cream. This quarter's featured WildCARD Advantage member is Ben & Jerry's Ice Cream Parlor at 1634 Orrington Avenue in Evanston.



The ice cream shop has been around since 2004 and is a favorite among Evanston locals and NU students. According to owner, Bhasker Patel, the most popular item is Ben & Jerry's delicious shake, and customers' current favorite ice cream flavor is "Cinnamon Buns."

Ben & Jerry's offers a 10% discount to NU faculty, staff and students; so stop by, show your WildCARD, and enjoy some summertime scoops while the weather is warm.

For a complete listing of WildCARD Advantage vendors, please visit: [www.wildcardadv.northwestern.edu](http://www.wildcardadv.northwestern.edu)

### Fox Spring Giveaways

Fox Vending awarded some great prizes to lucky winners of the Spring Vending Giveaway. The grand prize winner on the Evanston campus was student, David Neal, who won an iPod Nano. The grand prize winner on the Chicago campus was M. Zubin, who won a color TV.



### Thank you for participating in our Catering Survey

Thank you for the overwhelming response to our recent survey on catering services. And a special congratulations to our raffle winner, Rebecca Griffiths at the University Library who won a new HP Digital Camera in the raffle drawing!



### Vending Machine FAQs

#### What do I do if a vending machine eats my money?

There are designated refund bank locations on both campuses equipped to reimburse you for any money lost in a Pepsi or Fox vending machine. Please visit: [www.univsvcs.northwestern.edu/vending/refunds.htm](http://www.univsvcs.northwestern.edu/vending/refunds.htm) for a full list of refund banks.

#### How do I request that my favorite snack be added to the vending machines, or what if a vending machine is out of an item?

Please contact University Services on the Evanston or Chicago campus to request a product or report that a product needs to be restocked. Evanston: 7-6843, Chicago: 3-0548

#### What if a vending machine is out of order?

Please promptly report all broken vending machines to Art Monge, WildCARD manager by sending an email to: [a-monge@northwestern.edu](mailto:a-monge@northwestern.edu), or calling 7-3135.

### Making Purchases for your School or Department

Departments and schools are encouraged to visit the Purchasing Resources Services (PRS) website when considering purchases: [www.univsvcs.northwestern.edu/Purchasing](http://www.univsvcs.northwestern.edu/Purchasing). PRS, and the information on their web page, is meant to help departments and schools make informed purchasing decisions. Departments and schools have the following options when needing to purchase a product or service:

•**Preferred Vendor Contracts (PVC)** - established by a formal competitive bid process:

[www.univsvcs.northwestern.edu/Purchasing/terms.htm#pvc](http://www.univsvcs.northwestern.edu/Purchasing/terms.htm#pvc)

•**Non-Exclusive Pricing Agreements (NEPA)** - established by an informal negotiation between the vendor and PRS:

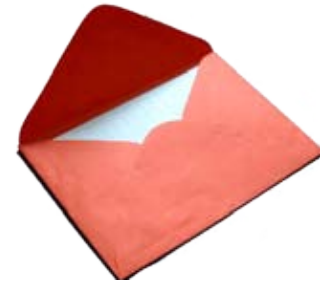
[www.univsvcs.northwestern.edu/Purchasing/terms.htm#nepa](http://www.univsvcs.northwestern.edu/Purchasing/terms.htm#nepa)

•**Conducting a bid** outside of already established Preferred Vendors: [www.univsvcs.northwestern.edu/Purchasing/bidprocess.html](http://www.univsvcs.northwestern.edu/Purchasing/bidprocess.html)

Please visit the "Buying at Northwestern" link on the PRS web page for detailed information:

[www.univsvcs.northwestern.edu/Purchasing](http://www.univsvcs.northwestern.edu/Purchasing)

### What are the procedures for forwarding mail to colleagues who have left the University?



Any mail the University receives after you leave the school will continue to go to your former department.

While the Postal Service has a system in place for handling most changes of address and for forwarding mail, colleges and universities – as well as virtually all organizations that consist of a large number of individuals present different circumstances. According to Postal Service regulations, if the addressee is no longer at the institution, the department or college must forward the mail to the individual's new address or include an appropriate message ("return to sender," "forward to") on the mail piece and give it to the Postal Service for redistribution.

Before your departure, speak with colleagues in your department to make sure they have a correct forwarding address and understand the procedures for forwarding mail.

#### Forwarding Mail:

Cross out the address and barcode completely to ensure that automated mailing equipment does not redirect a mail piece back to its original destination. Write the new address on the mail piece and include it with the regular outgoing mail.

**Return To Sender** (to be used if a forwarding address is unknown):

Cross out the address and barcode completely to ensure that automated equipment does not redirect a mail piece back to its original destination. Write the letters, "RTS" on the envelope with an arrow pointing to the return address and include it with the regular outgoing mail.

### University Services Welcomes New Hires

University Services would like to welcome **Salem Marrougi** to the Department. He was hired as the full-time Chicago Fitness Program Department Assistant this April. We are pleased to have him on board.

**Jeremy Hansen** started this quarter as VWR's new On Site Stockroom Coordinator for the Chicago Campus. Jeremy has extensive customer service experience and will be a great asset to both VWR and the Northwestern University stockroom.

**Elizabeth Nachtwey** has also joined the VWR team as a Sales Associate. She was the lab manager of the Uhlenbeck lab before joining the Office for Research and Safety at Northwestern's Chicago campus as the Laboratory Safety Specialist in 2005.

**Laura Parks** was hired as the Furniture Account Manager for the Corporate Express team. Laura brings 18 years of interior design/furniture industry experience to Northwestern University's Office Supplies program.

Welcome to all of our new hires!

## University Services Staff and Product Service Directory

Also available online at [www.univsvcs.northwestern.edu/directory.pdf](http://www.univsvcs.northwestern.edu/directory.pdf). Numbers beginning with 3 are Chicago listings; all others are located in Evanston.

Brian Peters, Director.....	1-8420		Jeffrey Levin, Program Manager.....	1-5993
Ellen Barnes, Program Manager.....	1-3274	<b>University Services, Northwestern University</b>  2020 Ridge Avenue Second Floor Evanston, IL 60208-4303  Tel: 847 491 7569 Fax: 847 491 3849 <a href="mailto:univsvcs@northwestern.edu">univsvcs@northwestern.edu</a>	Business Office.....	3-0009
Laboratory Supplies.....	3-0263		Calibration Services.....	1-5993
Stockroom, Chicago.....	3-7520		Computer & Peripherals Recycling..	1-7569
Stockroom, Evanston.....	1-8621		Equipment Maintenance Program...	1-5993
Office Supplies.....	1-7568		Fitness Center (Chicago Campus)...	1-5993
Trademark Licensing.....	1-3274		Gas Cards.....	1-5993
Sarai Shacklett, Marketing Manager.....	7-3771		Messenger Services.....	1-5993
WildCARD Advantage Program.....	7-2491	Toner Program.....	1-5993	
Marge Grzeszczuk, Program Manager..	3-5445	Travel Services.....	1-5993	
Internal Moves.....	3-8500	Thomas Luczkowiak, Sr Mgr.....	1-8411	
Lab Gases, Alcohol, & Dry Ice.....	3-8828	Copier Management Program.....	1-8411	
Parking (Chicago campus only).....	3-1103	Copy Center Chicago.....	3-8995	
Shipping, Receiving, & Delivery (Chicago campus only).....	3-8500	Copy Center Evanston.....	7-2020	
Transportation Services. (Charter & Shuttle Buses).....	3-8129	Copyright Clearance.....	3-8995	
Jim Konrad, Purchasing Director.....	1-8121	Mail Services Chicago.....	3-8131	
General Purchasing Questions.....	1-8120	Mail Services Evanston.....	1-7227	
Contract Assistance.....	1-8125	Motor Pool (Chicago Campus).....	3-8129	
Supplier Diversity.....	1-5321	Motor Pool (Evanston Campus).....	1-3560	
Surplus Property Exchange.....	1-8120	Printing Services, Chicago.....	3-8137	
		Printing Services, Evanston ( 847) 675-3700, Ext. 265		
		Art Monge, Program Manager.....	7-3135	
		Vending Machines.....	7-6843	
		WildCARD, Chicago.....	3-0548	
		WildCARD, Evanston.....	7-6843	