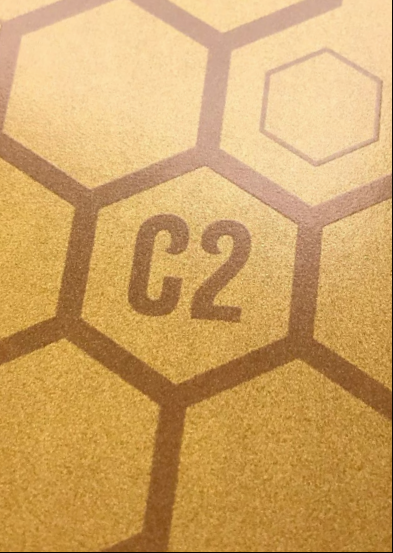


creative communications

UNIVERSITY *of* WASHINGTON





Welcome to C2!

Creative Communications is the University of Washington's one stop shop for design, web, print, scanning, and mailing needs. From the Seattle, Bothell, and Tacoma campuses to UW Medicine locations, we serve the entire UW community. We love being part of the University of Washington and are ready to assist in any way we can.

Our Locations

C2 offers fast, reliable print and copy services from three on-campus locations.

What we don't produce on-site, your Account Manager will coordinate through our production center or vetted local vendors on your behalf. Whether you're preparing for an event, a class, or a mailing, we offer several ways to get your project started.

For print-ready jobs with quick turn times, submit a request through our Digital Storefront (DSF). For jobs that are more complex, submit a service request to get a project started with your Account Manager's support. You can also email your Account Manager directly for guidance or quick-turn support.

C2 PRODUCTION CENTER PUBLICATION SERVICES BUILDING

Open Mon-Fri, 8:30 AM - 4:30 PM
c2info@uw.edu
3900 7th Ave NE, Seattle, WA 98195
Payment via worktags only

C2 POSTERS & PRINT

Open Mon-Fri, 7:30 AM - 4:00 PM
postershop@uw.edu
T-271 Health Sciences Building
Credit card payment available

PACCAR COPY CENTER ROOM 493

Open Mon-Fri, 7:30 AM - 4:00 PM
maccopy@uw.edu
Payment via worktags only

UW TOWER MAILSTORE BASEMENT/RECEIVING DOCK

Open Mon-Fri, 7:30 AM - 4:00 PM
Mail store & payment only
No copy/print services
Credit card payment available

Getting Started

You can get the ball rolling on your project in a number of ways:

1 Digital Storefront (DSF):

Submit standard print orders online, anytime. DSF offers a number of do-it-yourself options for standard projects. Upload or build your files and then send them straight into production.



Seattle Campus



UW Tacoma



UW Medicine

2 Service Request

Use for complex projects, including both printing and mailing requests for which you'd like professional support from an Account Manager.



Service Requests

3 Email

If you're not sure where to begin, you can email your Account Manager or c2info@uw.edu for guidance.

Billing

WORKTAGS

As a part of the UW, C2 makes billing easy. We recommend using UW worktags. This allows us to bill via an Internal Service Delivery (ISD) directly to your department's cost center, avoiding delays and external fees.



Postage Account Info

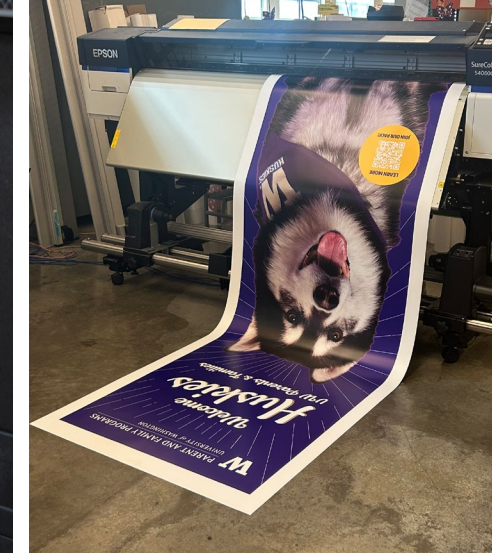


Worktag Checker

CREDIT CARD

Credit cards can be used to purchase printing on the Digital Storefronts or to pickup jobs from the UW Tower Mailstore or C2 Posters and Print. Institutional overhead and sales tax are always charged for jobs paid for by credit/debit card. This increases the cost by approximately 25%.

UW Procurement cards cannot be accepted.



Client Services

Not sure which team would be best for your project? Planning a complex or specialty print job?

Your Account Manager can help you explore options and ensure everything runs smoothly from start to finish. Each department and entity has an assigned C2 Account Manager who oversees all their projects, great and small. An Account Manager will quote future projects, look up past ones, discuss and source different options, and handle delivery and billing. They'll work with you, drawing on a deep well of experience, a wide creative network, and previous projects, to choose the right materials and ensure your project has the intended impact.



Account Manager Lookup

Wide Format Printing

C2's wide format department produces a vast range of products, from posters, large scale photos, and banners to wall clings, floor decals, custom displays and contour cut stickers. Finish things off with options for mounting and lamination.

Not sure what to print on? A wide variety of substrates are available to extend your poster's durability and impact.

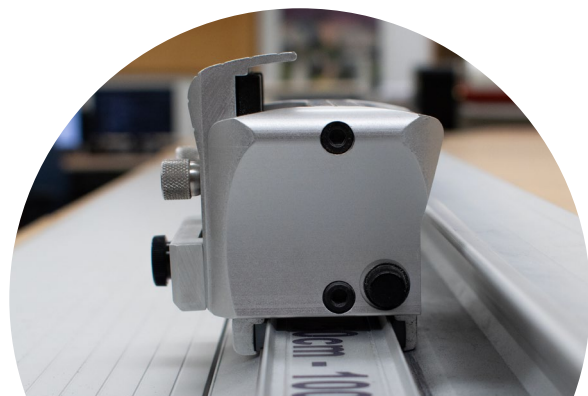
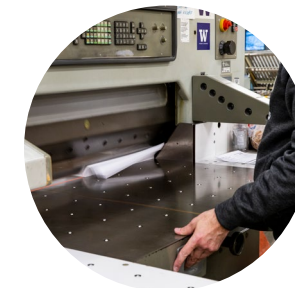


Printing

C2's copy services and digital press deliver professional, high-quality print solutions. From brochures and booklets to calendars and personalized mail, we specialize in polished pieces with quick turnarounds.

Our Copy Services team handles secure printing, envelopes, course packets and copyright requests, exams, letters, and small runs of posters, badges, notices, and flyers with ease.

The Digital Press team offers vibrant images, brand color matching, and supports specialty enhancements like metallic gold and clear toners for added impact. Print yearly reports, booklets, programs, books, stickers, and more.





Digital Storefront

The Digital Storefront (DSF) makes it easy to order simple print products directly from your computer. Also take a look at our rotating products to find holiday cards and other seasonal offerings. When ordering, be sure to select the storefront that matches your department to ensure access to the correct products.

CAMPUS STOREFRONTS

SEATTLE & TACOMA

- Business cards, letterhead, and envelopes
- Campus maps and calendars
- Notepads and notecards

UW MEDICINE STOREFRONT

- Business cards, letterhead, and envelopes
- All UH & HMC forms
- HMC PoDS products
- Patient education materials

Get email support from dsfhelp@uw.edu.

Dawg Prints & MPS

Managed Print Services (MPS) consolidates UW's copiers and printers into one cost-effective program. Equipment, service, and supplies (excluding paper) are provided by the university's awarded vendor, with C2 handling day-to-day support and vendor management.

PROGRAM BENEFITS

- Competitive pricing: 20-25% savings over individual lease costs.
- Supports UW's sustainability goals by consolidating its equipment fleet to reduce paper, toner, and energy usage.
- State of the art equipment meets all standard business needs: copy, staple, fax, print, and scan.
- Simplified billing — C2 pays the vendor directly and recharges via ISD, with no BPOs.
- Centralized vendor management.
- MPS+ is an enhanced option that allows billing to multiple cost centers with access codes and includes automatic paper delivery.

Get email support from uwmps@uw.edu.

For specific questions about ISDs, reach out to c2isd@uw.edu.



Scanning

The Scan Center provides secure, on-campus document scanning for UW and UW Medicine. Services include document preparation, high-volume scanning, file naming, data processing, and secure shredding of originals if needed. We can deliver files in a variety of formats and resolutions to meet your workflow and storage requirements.

REQUEST SCANNING SERVICE



and More!

We are always adding to our in-house options with new and exciting possibilities. That includes not only custom print projects — like our vinyl stickers in unique shapes cut on our Summa cutter — but also retractable banners and other event supplies.

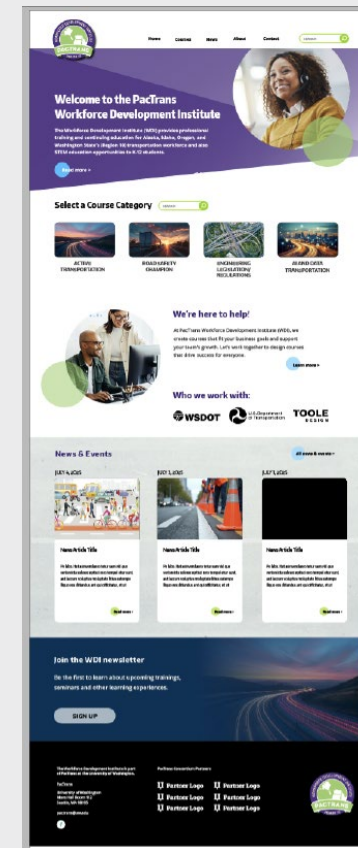
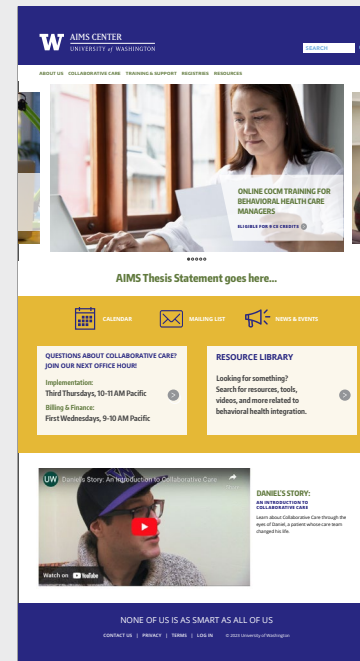
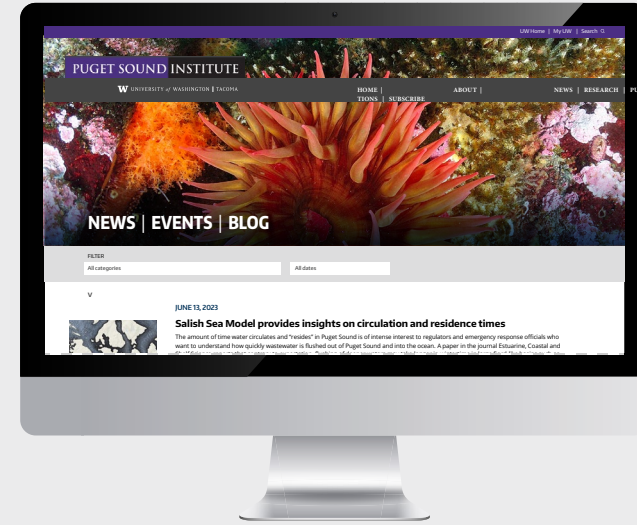
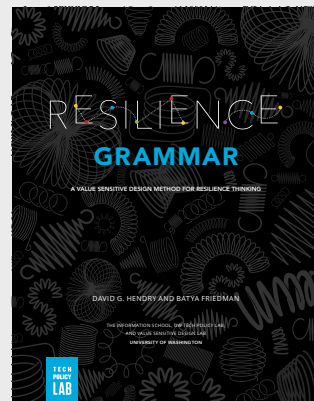
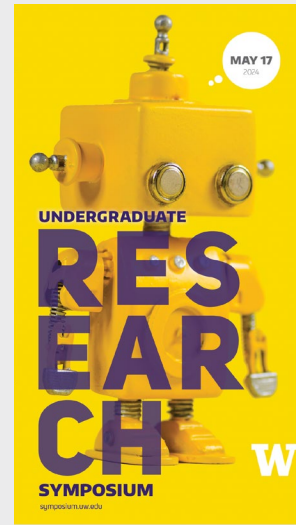
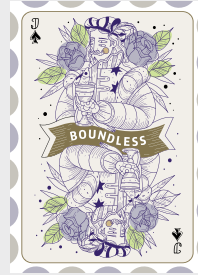
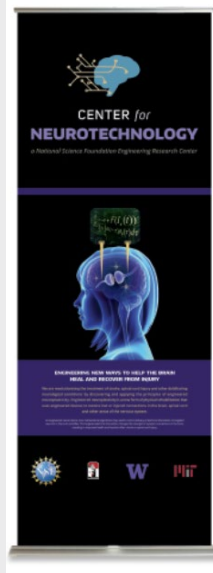
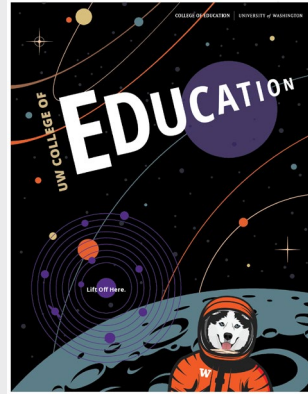
Take your message to new eyes with our Transit Messaging Program by adding a custom graphic of your choice to our fleet of delivery trucks, vans, or bicycles.

What we don't produce in-house, our Client Services team will draw on our extensive Creative Network of designers, developers, vendors, and suppliers to bring to you. This includes not only official branded apparel and other merchandise, but custom exhibits, offset printing for larger print runs, and installation services as well.



Graphic Design

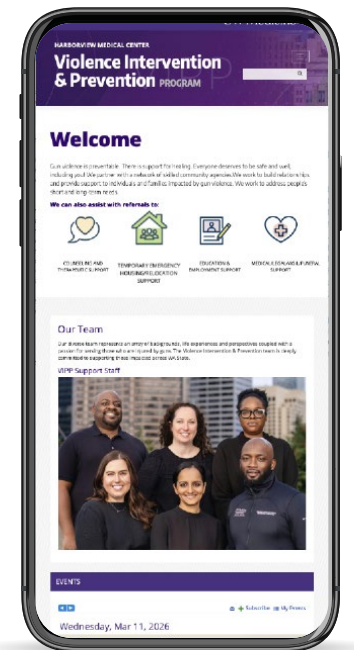
C2 offers creative support to help bring your projects to life, whether in print or online. We consult on and design for pieces such as brochures, event programs, posters and logos. Account Managers will connect you with in-house expertise or trusted partners when additional resources are needed. Our design team ensures projects are accessible, on-brand and effective from concept through final files, bringing a wealth of talent and experience to all print and electronic projects.



Web Development

Our web development services include consultation and full development services for websites and applications, including design, programming implementation, accessibility and maintenance. Every site is uniquely crafted with your needs at the forefront of the development process.

Our web developers lay the groundwork for collaboration by identifying your sites needs and building the site architecture that will support your content.



Get Started Online with C2 Design & Web



Mailing Services

Our mailing services team provides comprehensive support for mailing and delivery across the University of Washington. Our team does everything from bulk mailings and kitting to daily delivery and package processing.

Need to mail a lot at once? Our bulk mail services include mail file preparation, addressing, inserting, tabbing, folding, and hand kitting. Match perfect services are available to ensure that name and material are paired correctly, no matter the quantity. Submit materials you already have or we are happy to produce the materials for you, handling production, processing, and postage.



Mailing Services



Mail Guide 101



Find Your Campus Mailbox

Processing & Delivery

Mail Processing ensures that all UW and UW Medicine mail successfully flows through domestic and international carriers, including USPS, UPS, FedEx, and more. We process letters, packages, and business reply envelopes on your behalf.

On the Seattle campus and beyond we sort, case, and deliver daily. Our tireless eAssist Bicycle Team, supported by electric trucks, serve UW Seattle, UW Tacoma, UW Bothell, and multiple UW Medicine locations, delivering to mailrooms, loading docks, and campus buildings far and wide. C2 is committed to efficient sustainability throughout the delivery process.

Central Receiving

The University of Washington has established Creative Communications as Central Receiving for all Academy Workday purchase order packages delivered to campus. Central Receiving will move the University's current decentralized environment where all suppliers ship directly to buildings on campus, to having all suppliers ship directly to Creative Communications at the Publications Services Building. C2 Central Receiving services include:


- Receiving delivered items into the Workday Purchase Order
- Scanning and saving the packing slip into the Workday Purchase Order
- Delivery to the Deliver-To address on the Purchase Order
- Chain of custody tracking

The program will be rolling out by University building throughout 2026 and into 2027.



C2 Central Receiving





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