

## ADWORKS COPY & PRINT SERVICES

Located on the second floor just past the Student Organizations Suite, Adworks is the University's own on-campus printing service. Departments and Student Organizations can take advantage of our many services including:

- Flyers
- Posters
- Mass Mailings
- Table Tents
- Banners
- Laminating
- Folding
- Cutting
- And more!

Payment can be made by cash, check, or with a departmental or organization account number. For more information on our services and fees, please call Adworks at 219-464-5209.

### Copy

#### Paper Sizes

- 8.5" x 11" Letter
- 8.5" x 14" Legal
- 11" x 17" Tabloid

#### Paper Choices

- Color
- White
- Cardstock

#### Ink Choices

- Black & White
- Full Color

#### Finishing Options

- Stapling
- Collating
- Cutting
- Folding
- Laminating

Location: Harre Union, 2nd Floor  
219.464.5209

Regular Semester Hours:  
M-F: 10:30am-1:30pm  
4:00pm-7:00pm

Email:

[Union.Adworks@valpo.edu](mailto:Union.Adworks@valpo.edu)

[click here for break hours](#)

- o Provided in 3 sizes
  - 8.5" x 11"
  - 8.5" x 14"
  - 11" x 17"
- o Can cut smaller size by request
- Two-Sided Printing

## Print

### Wide Format Printing

- Provide a file electronically to produce a quality print.
- Full Color
- 24" Wide and Custom Length

### Poster Printing

- Enlarge an 8.5" x 11" original into a 23" x 31" format
- 2-tone finished product
- Black ink on variety of color paper
- One-color printing on white paper

## Present

### Table Tents

- 5" x 7" advertisement to be placed on campus dining tables

### Campus Mailings

- Adworks will send mailings directly to the VU mailroom for distribution on campus to students, faculty, and staff.

### Graphic Design

- For a minimal fee, our Graphic Designer will work with you to plan and design your product needs.

[Black/White Copies Order Form Front Page](#)

[Black/White Copies Order Form Back Page](#)

[Color Copies Order Form](#)

[Poster Order Form](#)

