



The Shady Grove Copy Center

We Are Your Full Service Copy Center!

sgcopy@mercury.umd.edu

The Shady Grove Copy Center offers full copy services to faculty, staff, students and the public at competitive prices.

Hours:

Monday and Thursday

10am to 7pm

Tuesday and Wednesday

9am to 6pm

Friday

9am to 1pm

We accept cash, checks, and major credit cards. Faculty/Staff can use their assigned copy codes.



Services We Offer

- ◆ Black and White and Color Copies- From one copy to many, no job is too small or large
- ◆ Many different colors and weights of paper
- ◆ Transparencies- Black and White or Color
- ◆ FAX- Send or receive faxes -local or international
- ◆ Binding- stapling, hole punching, tape and spiral binding
- ◆ School Supplies- pens, pencils, notebooks, 3.5" disks, envelopes

Send Your Files Via E-mail

You can preserve the quality of your document by sending it as an e-mail attachment to the copy center. Our e-mail address is:

sgcopy@mercury.umd.edu

We are your full service copy center!

If you are interested in:

- ⇒ Coursepackets
- ⇒ Newsletters
- ⇒ Business Cards
- ⇒ Any other copy, printing, or design needs

Stop by or call Frank Wilson at 301.738.6308

The Shady Grove Copy Center

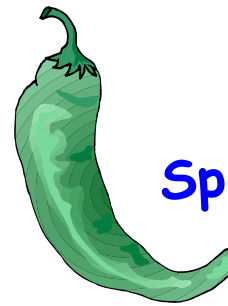
sgcopy@mercury.umd.edu

Reminders

Please include in your email the following details:

- Name, Program, and Copy Code
- Number of Copies
- Format- one or two sided copies
- Finishing choices- (collate, staple, tape or spiral binding) if needed
- Time frame for completion
- Schedule pick-up or drop-off
- A phone number where you can be reached if there are further questions

***A confirmation e-mail will always be sent back to the requestor



Spice Up Your Project!

- ◆ How about using color?
- ◆ Do you need a special cover/ binding for your presentation?
- ◆ Does your resume' need to look more professional ?

Come by and see us today!



The Shady Grove Copy Center is a unit of The Department of Business Services, University of Maryland, College Park