



Where can I find UM branded items?

Faster, easier, less expensive

We offer a variety of UM branded products on our website, where customers can browse, customize and proof all in one place. These products include preprinted items, such as pocket folders, notecards, and notepads; as well as customizable items, such as business cards, envelopes, and letterhead. These orders generally come at a lower cost than custom orders, as there is less processing and handling required. This also leads to faster order fulfillment.

TO PLACE AN ORDER

- ▶ 1. Go to our online order website: <http://printcopymail.umich.edu/>
- ▶ 2. Click on the “MI Print Order Enter Here” button
- ▶ 3. Login using your username and password; verify through Duo if necessary
- ▶ 4. For standard UM stationery products and UM business cards click “Online Catalog”
- ▶ 5. “Order Stationery Items”
- ▶ 6. “Sign In”
- ▶ 7. “Catalog”
- ▶ 8. Choose your UM unit--your choices may be limited to just a few, depending upon the shortcode affiliated with your username
- ▶ 9. Choose your stationery item
- ▶ 10. Enter the fields, download your proof, check your proof, then click through to place your order