

Lee College Print Shop

Welcome to the Lee College Print Shop

FORMS & DOCUMENTS



- [Business Cards Work Order \(PDF\)](#)
- [Print Shop Brochure \(PDF\)](#)
- [Print-Only Requests \(no design work\)](#)

At the Lee College Print Shop, our goal is to provide high-quality printing services to support the educational and administrative needs of Lee College. We strive to meet the needs of students, faculty, and staff by delivering professional printing solutions with efficiency, accuracy, and attention to detail.

Our Services Include:

- **Copying & Printing:** We offer both black and white, and full-color printing for various formats, from standard letter-sized documents to larger prints.
- **Binding:** Options for binding, including spiral and saddle stitching, to provide a polished and professional finish.
- **Lamination:** Preserve important documents, signs, and more with our lamination services.
- **Custom Projects:** Whether it's for special events, promotional materials, or unique projects, we're happy to assist with custom orders tailored to your needs. If your project involves design work, we collaborate with the [Marketing department](#) to ensure your vision is brought to life professionally and accurately.
- **Large Format Printing:** We also offer large format printing for banners, posters, and other large-scale print projects.
- **File Submissions:** All files submitted to the Lee College Print Shop must be **print-ready** and **submitted in PDF format only**. We do not assist with any editing of files. If your document requires edits or design adjustments, please direct those

[requests to the Lee College Marketing team](#). To avoid delays, ensure that your files are formatted properly and ready for printing.

Our Goal

Our mission is to deliver high-quality products while providing excellent customer service. We aim to support the needs of Lee College by ensuring timely and reliable printing services, helping to enhance the work and learning environment across campus.

Location

The Lee College Print Shop is located in **John Britt Hall, Room 140**. Stop by to discuss your printing needs or to pick up your orders.

Hours of Operation & Pickup Instructions

Our hours of operation are:

- **Mon.-Thu.: 8 a.m.-5:15 p.m.**
- **Fri.: 8 a.m.-12:30 p.m.**

The print shop is closed when the school is closed for holidays. Once your work order is completed, it will be placed on the table in the front part of the print shop. You are welcome to pick it up during operating hours.

How to Submit Work Orders

To submit a work order, complete the form in the links above, and simply email your request to LCprintshop@lee.edu. Please include all relevant details, such as the type of service, document specifications (size, color, quantity, etc.), and any special instructions. We will respond as soon as possible with confirmation and a timeline for completion.

Contact Information

If you have any questions or need assistance, feel free to reach out to **Sara Hernandez, Print Shop Manager**.

- Phone: **832.556.4068**
- Email: shernandez@lee.edu

Thank you for choosing the Lee College Print Shop!

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