

**The Hudson County  
Community College  
Mail Room and Copy Center  
provides faculty and staff  
with a variety of quality  
services. These include:  
collecting and distributing  
inter-office and outgoing  
mail, preparing and making  
copies, binding documents,  
and providing selected  
stationery supplies to  
College faculty and staff.**

All services provided by the HCCC  
Mail Room & Copy Center will be charged  
back to the appropriate department.

To obtain price quotations on specific projects,  
please phone us at (201) 360-5323

**HOURS OF OPERATION:**

**JOURNAL SQUARE CAMPUS**

Monday-Friday 8:00 a.m. to 5:00 p.m.

**Summer Hours**

Monday-Thursday, 8:00 a.m. to 5:30 p.m.

**NORTH HUDSON CAMPUS**

Monday-Friday

9:00 a.m to 5:00 p.m.

**Summer Hours**

Monday-Thursday, 8:30 a.m. to 5:30 p.m.

**WORK ORDER FORMS**

can be found at HCCC portal:

<http://my.hccc.edu/mrcc>



***Hudson is Home!***

# MAIL ROOM & COPY CENTER



2 Enos Place  
Lower Level, Room J001  
Jersey City, NJ 07306  
Phone: (201) 360-5323

# CUSTOMER SERVICE CENTER

## INTEROFFICE MAIL DELIVERY/PICKUP SCHEDULE

Please note: All interoffice mail is picked up daily and delivered the next business day at the following times:

- **Buildings A, G, L, X**  
Between 12:00 p.m. and 1:00 p.m.  
Please have all mail ready for pickup by 11:30 a.m.
- **Buildings E, F, J, S**  
Between 1:00 p.m. and 2:00 p.m.  
Please have all mail ready for pickup by 12:30 p.m.
- **North Hudson Campus**  
Between 2:30 p.m. and 3:30 p.m.  
Please have all mail ready for pickup by 2:00 p.m.

\*\*\* WE ARE NOT RESPONSIBLE FOR PERSONAL PACKAGES, NOR DO WE DELIVER THEM. WE WILL NOTIFY YOU FOR PICKUP.

## USPS DELIVERY/PICKUP SCHEDULE

All mail is delivered and picked up on a daily basis at the following times:

- **Incoming mail** is picked up every morning at 10:30 a.m.
- **Outgoing mail** is dropped off every afternoon at 4:00 p.m.

Employees may drop off mail/packages at the Mail Room located at the lower level of 2 Enos Place (Building J) any time during our regular hours of operation Monday-Friday, 8:00 a.m. to 5:00 p.m., Summer hours: Monday-Thursday, 8:00 a.m. to 5:30 p.m.

## PAPER SUPPLY DELIVERY

Paper is delivered once a week on Fridays. During the summer, paper delivery is on Thursdays. Paper requests must be received no later than Thursday or Wednesday during the summer. Please send your approved work order request via e-mail, fax or drop it off at the service window. Work Order Request Forms can be found on the Mail Room and Copy Center portal page at: <http://my.hccc.edu/mrcc>.

## SERVICES & SUPPLIES CHARGE BACK CALCULATION

### Print/Copy: (8.5 x 11)

- B/W	\$ .10 per print
- Color	\$ .15
- Color glossy	\$ .17
- Card stock	\$ .27

### Binding:

\$5.25 per book  
plus print

### Paper:

- 8.5 x 11  
5,000 sheets

\$45.50 per case

- 8.5 x 11  
500 sheets

\$4.55 per ream

- 8.5 x 14  
500 sheets

\$13.50 per ream

- 11 x 17  
500 sheets

\$5.00 per ream

- 12 x 18  
2,000 sheets

\$48.00 per case

- 8.5 x 11 Colored  
500 sheets

\$7.00 – \$8.50 per ream  
Price determined by color

### Bond Paper:

- 8.5 x 11

\$16.00 per ream

### Envelope:

- Plain  
500 envelopes

\$18.00 per box

- Window  
500 envelopes

\$16.50 per box

### Tri-Fold & Stuff/Fold

#### # of sheets

- 100-499	\$22.00
- 500-999	\$40.00
- 1,000-2,000	\$58.00
- 2,001-3,000	\$70.00
- 3,001-4,000	\$82.00
- 4,001-5,000	\$92.00

### Cutting:

#### # of sheets

- 100-199	\$10.00
- 200-299	\$15.00
- 300-399	\$20.00
- 400-499	\$25.00
- 500-599	\$30.00
- 600-699	\$35.00
- 700-799	\$40.00
- 800-899	\$45.00
- 900-999	\$50.00
- 1,000	\$55.00

### Booklet:

Price determined by paper stock and page count

### Poster:

Currently not available.

**PRICES SUBJECT TO CHANGE.**