PRINT & COPY

2018-2019 SER

SERVICES

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We give volume discounts.

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Printing & Copying Services

Pricing is per side of print.

	BLACK INK	COLOR INK
8.5 x 11		
White bond paper	0.05	0.40
White digital text	0.08	0.40
Color paper	0.08	0.40
Resume paper	0.08	0.40
Card stock	0.12	0.48
NCR Carbonless Form - 2 Part	0.20	
NCR Carbonless Form - 3 Part	0.30	
NCR Carbonless Form - 4 Part	0.40	
8.5 x 14		
White bond paper	0.07	0.44
11 x 17		
White bond paper	0.10	0.70
White digital text	0.16	0.76
Card stock	0.24	0.88
13 x 19		
White digital text	0.18	0.85
Card stock	0.28	0.95
Large Format (per linear inch)		
42" matte paper		0.45
24" photo paper		0.65
36" photo paper		0.95
42" photo paper		1.10
42" vinyl scrim material		1.25

Specialty Products

Pricing is per finished piece.

		BI ACI	BLACK INK		COLOR INK	
		Text			Card	
		<u>rext</u>	<u>cara</u>	<u>Text</u>	<u>curu</u>	
	8 pages	0.36		1.56		
BOOKLETS	12 pages	0.52		2.32		
saddle-stitched	16 pages	0.68		3.08		
5.5" x 8.5"	20 pages	0.84		3.84		
	24 pages	1.00		4.60		
	8 pages	0.68		3.08		
BOOKLETS	12 pages	1.00		4.60		
saddle-stitched	16 pages	1.32		6.12		
8.5" x 11"	20 pages	1.64		7.64		
	24 pages	1.96		9.16		
BROCHURES - half-f	old or tri-fold					
8.5" spine		0.23	0.33	0.90	1.00	
11" spine		0.37	0.53	1.57	1.81	
BUSINESS CARDS - fo	or personal or or	aanizatioi	nal use			
Single-sided	,		0.02		0.06	
Double-sided			0.04		0.12	
DOOR HANGERS – si	ingle-sided					
unlaminated			0.10		0.24	
laminated			0.55		0.71	
HANDBILLS/POSTCA	RDS					
Quarter page: single	-sided	0.03	0.04	0.10	0.12	
Quarter page: double	e-sided	0.06	0.08	0.20	0.24	
Half page: single-side	ed	0.06	0.08	0.20	0.24	
Half page: double-sid	ded	0.12	0.16	0.40	0.48	

	BLACK INK		COLO	COLOR INK	
	<u>Text</u>	<u>Card</u>	<u>Text</u>	<u>Card</u>	
NOTE CARDS					
Quarter page: single-sided		0.12		0.28	
Quarter page: double-sided		0.20		0.52	
Half page: single-sided		0.16		0.48	
Half page: double-sided		0.28		0.92	
NOTE PADS - 50 sheets per pad					
Quarter page	1.60		5.10		
Half page	3.10		10.10		
STICKERS – per 8.5" x 11" sheet 1-2/3" round (20 per sheet) 2" round (12 per sheet) 2.5" round (9 per sheet) 3" round (6 per sheet) 2.625" x 1" rectangle (30 per sheet)	0.50		0.70		
5.5" x 4.25"rectangle (4 per sheet) 8.5" x 11"					

BUTTONS

	BLACK INK	COLOR INK
2.25" round	0.50	0.75
3" round	0.75	1.00

UGA Business Cards, Letterhead & Envelopes

Pricing includes set-up, printing & finishing.

BUSINESS CARDS – black ink	<u>250</u>	<u>500</u>	<u>1000</u>
Single-sided	5.00	10.00	20.00
Double-sided	10.00	20.00	40.00
BUSINESS CARDS – red & black ink			
Single-sided	10.00	20.00	40.00
Double-sided	20.00	40.00	80.00
LETTERHEAD			
Letterhead – Black ink	20.00	40.00	80.00
Letterhead – Red & black ink	45.00	90.00	180.00
2 nd blank page	10.00	20.00	40.00
ENVELOPES			
Envelopes – Black ink	20.00	40.00	80.00
Envelopes – Red & black ink	45.00	90.00	180.00

Binding Services

Spiral binding	1.25
Includes black back cover & clear front cover	
Report cover binding	2.00
Solid black back cover and spine, clear front cover	
Hard cover binding with foil lettering or	15.00
inlaid label – <i>black cover</i>	

Finishing Services

Cutting (per cut)	0.50
Stapling	0.02
Scoring	0.02
Folding	0.02
Fome-Core mounting	
24" board (per linear inch)	0.34
36" board (per linear inch)	0.51
24' x 36" board	12.24
Lamination	
6" x 9" or smaller	0.45
8.5" x 11"	0.90
11 x 17	1.60
38" roll laminate (per linear inch)	0.30

Specialty Services

Graphic Design/Set-Up Services	42.00/hr
On-Campus Delivery Main & Health Science campuses	5.00/bldg
UPS Shipping	Price varies Request a quot

Bus Cards

Need to get information out to the university community? Advertising space is available on the UGA buses for university departments and registered student organizations. We post ads weekly on 50 UGA buses. The \$ 50.00 reservation fee covers the printing of the advertisement and the installation of the ads on the buses.

Reservations

A reservation entitles a department or organization to 1 advertisement placed on 50 buses. In order to allow access to as many departments and organizations as possible, reservations for a single ad are limited to 10 reservation periods per semester with no more than 2 consecutive weeks at a time. Departments and organizations are also limited to 3 ads per reservation period. Artwork for the bus card, an 11" x 17" horizontal design, can be submitted as part of the on-line request process or may be submitted at a later date. Space requests and artwork should be submitted at least 5 business days prior to the first day of the bus card reservation period. Requests submitted after this time may be declined.

Space is assigned on a first-come first-serve basis. If your reservation is approved a confirmation will be emailed to you outlining the dates and price of your reservation. Payment is expected prior to the production and posting of the bus cards, and must be provided by the university department or student organization requesting the reservation.

Bus Card Content

All bus cards must advertise an event sponsored by a university department or registered student organization. The name of the sponsoring department or organization MUST appear on each bus card. Print & Copy Services reserves the right to refuse the posting of any bus card due to content.

Pricing

\$ 50.00 per ad per reservation period

Fall 2018 Reservations Periods

July 30 – August 3	September 3 - 7	October 8 - 12	November 12 - 16
August 6 - 10	September 10 - 14	October 15 - 19	November 26 - 30
August 13 - 17	September 17 - 21	October 22 - 26	December 3 - 7
August 20 - 24	September 24 - 28	October 29 – November 2	December 10 - 14
August 27 - 31	October 1 - 5	November 5 - 9	

Dissertation Printing & Binding

Official UGA dissertations and theses are available in a number of different paper and binding options. These options and the prices associated with them are listed below. Samples are available in Print & Copy Services.

<u>Hard bound</u> - Hard black cover with gold foil lettering
 <u>Soft bound</u> - Flexible cover with black back/spine and clear front cover
 <u>Spiral bound</u> - Black spiral coil with clear front cover and black back cover

				COTTON PAPER
	1	TEXT PAPER	l	Heavier paper,
	White,	copy weight	paper	100% cotton
Number of	Hard	Soft	Spiral	
PDF pages	Bound	Bound	Bound	Hard Bound
Up to 75	20.25	8.25	6.75	30.00
76-100	22.00	10.00	8.50	35.00
101-125	23.75	11.75	10.25	40.00
126-150	25.50	13.50	12.00	45.00
151-175	27.25	15.25	13.75	50.00
176-200	29.00	17.00	15.50	55.00
201-225	30.75	18.75	17.25	60.00
226-250	32.50	20.50	19.00	65.00
251-275	34.25	22.25	20.75	70.00
276-300	36.00	24.00	22.50	75.00
301-325	37.75	25.75	24.25	80.00
326-350	39.50	27.50	26.00	85.00
351-375	41.25	29.25	27.75	90.00
376-400	43.00	31.00	29.50	95.00
401-425	44.75	32.75	31.25	100.00
426-450	46.50	34.50	33.00	105.00

Paper & Card Stock

	PAPER		CAR	о ѕтоск
8.5 x 11	Per <u>sheet</u>	Per ream (500 shts)	Per <u>sheet</u>	Per ream (250 shts)
White bond	0.01	5.00		
Color	0.03	13.00	0.06	13.00
Resume	0.04	17.00		
Glossy or matte	0.03	13.00	0.06	16.00
Parchtone	0.04	18.00	0.08	18.00
11 x 17 Glossy or matte	0.07	26.00	0.13	32.00
13 x 19 Glossy or matte	0.08	34.00	0.16	36.00

Envelopes

	Per env	Per box	
Business envelope	0.08	12.00	box of 500
Catalog envelope (9.5 x 12)	0.08		
Waverly Hall A2 or 5.5 Bar	0.08	18.00	box of 250
Waverly Hall A6 or 6 Bar	0.08	18.00	box of 250
Waverly Hall A7 or Lee	0.10	22.00	box of 250

