

Set-up/Design Fee	\$5.00 per Quarter hour (minimum)
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Fees are added to any project that requires formatting, design, hand-processing, etc.

Feel free to ask for a quote before placing your order.

Black/White Copies	PRICE
	each
Standard White Paper (Letter, Legal)	\$0.06 2nd side: \$.04
Color Paper (Letter, Legal)	\$0.08 2nd side: \$.04
White and Color Paper (Tabloid -11x17)	\$0.12 white \$0.16 color 2nd side: \$.08

Color Copies	PRICE
	each
Color Copies (Letter or Legal)	\$0.50 per side
Color Copies (Tabloid)	\$1.00 per side
Photo prints [8.5x11 photo paper]	\$1.50

Specialty Paper	PRICE
	each
80# Cardstock (Letter)	\$0.16 b/w \$0.60 color
80# Cardstock (Tabloid)	\$0.32 b/w \$1.20 color
Parchment & Cotton Resume (Letter Only)	\$0.16
Transparencies (Letter Only)	\$0.56 b/w
Mailing labels	\$0.50 sheet of 30

Finishing	PRICE
Fold, Staple, and Three- hole Punch	machine \$0.02/sheet hand \$0.05/sheet
Machine Cutting	\$0.50/cut
Grommets	\$1.00

Binding	PRICE
	each
Fastback Cloth Binding Up to 1/2" thick	\$2.00
Plastic Comb Binding 1/4" to 2" binder	\$4.00
Spiral Binding	\$4.00

Custom Accessories	PRICE
(plus design fees if required)	each
Calendars Ready-Made	\$10.00
Custom Picture Set	\$15.00

Faxing	PRICE
	per page
Send Domestic Fax (US & Canada)	\$1.00
Send International Fax	\$2.00
Receive Fax	\$0.50

Locker Rentals	PRICE
	per semester
Small — 10"w x 11"d x 35"h	\$10.00
Medium — 10"w x 18"d x 35"h	\$15.00
Large—11"w x 16.5"d x 68.5"h	\$20.00

Banners and Posters	PRICE
	per lineal foot
24" wide, Full-color flat	\$4.00
glossy	\$8.00
36" wide, Full-color flat	\$6.00
glossy	\$12.00
42" wide, Full-color flat	\$7.00
glossy	\$14.00
36" wide, Full-color weather-resistant scrim-vinyl	\$18.00

Mounted Posters	PRICE
Full-color on white posterboard	22x28 \$14.00
Full-color on white foamcore	18x24 \$18.00
	24x36 \$30.00
	30x40 \$40.00
	38x60 \$74.00

Laminating	PRICE
	per lineal foot
24" wide x ?? long	\$3.00/ft.
36" wide x ?? long	\$4.00/ft.

Scanning and formatting	\$1.00/scan
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Video Information System	PRICE
Posting PowerPoint Slide	\$1.00/day
UCopy Designed Slide Setup	\$5.00/slide

Please allow **two business days**
to process/complete your project.

For faster service, have your project content, design ideas, and other information prepared when you place your order.

*Thank you for your cooperation
~UCopy201 Staff*

WE ACCEPT

Cash

Check

Visa / Mastercard

Interdepartmental Transfer with
valid E01, R01, etc.

Approved invoicing

PROOF your project!

We strongly recommend that you proof your project for accuracy before printing. This service is free and can help you to avoid costly re-prints.

In a bind?

UCopy 201 must remove any binding before copying bound materials. You may use the self-service copier outside of Room 201 to hand-copy from books, magazines and other bound documents.

Rev 7.07

*Providing students, faculty, staff,
and the general public with quality
printing and design at affordable
prices.*

Graphic Design & Layout

Full Color

Banners & Posters

Large Format

Printing

Color & B/W Copies

& Transparencies

Binding, Faxing,

Lamination

& more...

Carolyn P. Brown Memorial University Center



Your campus source
for printing and
design.

Carolyn P. Brown Memorial University Center



University Center

Room 201

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HOURS

Monday through Friday

9:00am - 6:00pm

