



CAMPUS PRINT SHOP

PRICING GUIDE

PRINTING

SIZE	BLACK & WHITE		COLOR	
	SINGLE SIDED	DOUBLE SIDED	SINGLE SIDED	DOUBLE SIDED
8.5 X 11 <i>(Letter)</i>	\$0.05	\$0.10	\$0.35	\$0.70
8.5 X 14 <i>(Legal)</i>	\$0.07	\$0.14	\$0.40	\$0.80
11 X 17 <i>(Tabloid)</i>	\$0.10	\$0.20	\$0.50	\$1.00
12 X 18 <i>(Poster)</i>	\$0.14	\$0.28	\$0.70	\$1.40
13 X 19 <i>(Poster)</i>	\$0.16	\$0.32	\$0.80	\$1.60

**Additional cost for special paper and/or cardstock*

SPECIAL PRINTING

Envelopes.....	\$0.20-\$0.30
Label Sheets.....	B&W \$0.30 Color \$0.65
Photos <i>(On heavy gloss stock)</i>	
4X6.....	\$1.25
5X7.....	\$1.50
8X10.....	\$2.00
Resumes.....	\$0.25
Table Tents <i>(Merged with names)</i>	
Blue & White.....	\$2.25
Red & Cream.....	\$2.75
Tabs.....	\$0.28ea + Setup

**We have much more to offer. Email us with your ideas, projects, & inquiries!*

SUPPLIES

Magnetic Nametags.....	\$8.50+
UR Notepads.....	\$4.25
UR Stationery	
Business Cards.....	\$30.00+
Letterhead.....	\$84.00+
#10 Envelopes.....	\$125.00+

SCANNING

We can also scan and send documents to your email address for \$0.25 ea.

FINISHING

3 Hole Punch.....	\$0.01 Per sheet
Die Cut.....	\$75.00+
Drill.....	\$1.00 Per hole
Collate.....	\$5.00 Minimum <i>(By hand)</i>
Cutting.....	\$1.00 Per cut
Folding.....	\$0.01 ea. <i>(Machine)</i> • \$0.05 Ea. <i>(By hand)</i>
Hand Work.....	\$0.05ea. For labels/stuff/seal
Padding.....	\$0.25 Per pad
Perforate.....	\$75.00+
Round Corner.....	\$0.10 Per sheet
Scoring.....	\$0.05 Per sheet
Staple.....	\$0.01 ea.. <i>(Machine)</i> • \$0.05 Ea. <i>(By hand)</i>
Scan.....	\$0.25 Per sheet
Type Set.....	\$15.00 Minimum

BINDING

Plastic Coil.....	\$1.50+
Plastic Covers.....	\$1.00 ea.
Cover Bind.....	\$1.50+
Saddle Stitch.....	\$0.20 Per book
Tape Bind.....	\$1.50+

DIRECTIONAL SIGNS

These are the signs posted around campus on stakes. We offer 2 types (both are waterproof):

13X19 Laminated Signs (Single sided only).....	\$3.80
12X18 Coroplast Signs.....	Single-sided \$6.00 • Double sided \$9.00

**Wooden or wire stakes are \$1 each & adhesive arrows are \$0.25 each.*

STICKERS/DECALS

Removable decals come in clear, white, and fabric finishes. Feel free to stop by and see/feel our samples. All decal material is priced at \$7 sq/ft. Below are some of our most popular sizes:

2" Round or Rectangular.....	\$0.50EA
3" Round or Rectangular.....	\$0.75EA

GRAPHIC DESIGN

We have a Graphic Designer on staff to help with overall design, layout, ideas, & execution. Design work usually starts around \$25, and can increase depending on the scope of work & timeline. Email us with your project and we'll be happy to assist.

LARGE POSTERS & BANNERS

SIGNS

Print, laminate & mount

8.5X11/8X10.....	\$0.40 Print	• \$1.60 Laminated	• \$9.00 Mounted
11X17/11X14.....	\$0.60 Print	• \$3.60 Laminated	• \$10.00 Mounted
12X18.....	\$0.70 Print	• \$3.70 Laminated	• \$11.00 Mounted
13X19.....	\$0.80 Print	• \$3.80 Laminated	• \$12.00 Mounted
16X20.....	\$13.50 Print	• \$20.00 Laminated	• \$26.75 Mounted
18X24.....	\$18.00 Print	• \$27.00 Laminated	• \$36.00 Mounted
22X28.....	\$25.75 Print	• \$38.50 Laminated	• \$51.50 Mounted
24X36.....	\$36.00 Print	• \$54.00 Laminated	• \$72.00 Mounted
36X48.....	\$72.00 Print	• \$108.00 Laminated	• \$144.00 Mounted
ADD EASEL BACK.....	\$3.00 small	• \$5 Large	

VINYL BANNERS

\$7 sq/ft

30X48.....	\$70.00
30X72.....	\$105.00
30X96.....	\$140.00
BANNER STANDS.....	\$50.00
GROMMETS.....	\$1.00ea

Staff & Faculty can submit their orders through universityofrichmond.ricohtac.com
Student & Off Campus orders can be emailed to us at Printshop@richmond.edu

Please include your name, contact information, PDF or JPEG file(s), specifications (paper size, finishing options, etc), & due date.

Files that need to be manipulated are subject to a \$15 setup fee.

CAMPUS PRINT SHOP

133 UR Drive
University of Richmond, VA 23173

P: (804) 289-8525 • E: Printshop@richmond.edu

We are open Monday–Friday • 7:30am–5:30pm
Closed for all Major US Holidays. Special hours during Christmas week.

Your Print Shop People.

Karen Pierce—Site Manager
Tanice Fenner—Site Supervisor
Ann Marie Bohannon—Technical Specialist
Desirée Landron—Graphic Designer
Johnny Cornish—Technical Specialist