



# CAMPUS PRINT SHOP

PRICING GUIDE

# PRINTING

SIZE	BLACK & WHITE		COLOR	
	SINGLE SIDED	DOUBLE SIDED	SINGLE SIDED	DOUBLE SIDED
8.5 X 11 (Letter)	\$0.10	\$0.20	\$0.35	\$0.70
8.5 X 14 (Legal)	\$0.14	\$0.28	\$0.40	\$0.80
11 X 17 (Tabloid)	\$0.20	\$0.40	\$0.50	\$1.00
12 X 18 (Poster)	\$0.28	\$0.56	\$0.70	\$1.40
13 X 19 (Poster)	\$0.32	\$0.64	\$0.80	\$1.60

\*Additional cost for special paper and/or cardstock

## STATIONERY & SUPPLIES

Business Cards.....\$30.00+	Department Notecards & Envelopes
Letterhead.....\$84.00+	A2 flat cards.....\$85+
#10 Envelopes.....\$125.00+	A6 flat cards.....\$125+
Custom UR Notepads	A7 flat cards.....\$130+
B&W Set of 4.....\$17.00	A2 folded cards.....\$145+
B&W Set of 4.....\$20.00	A6 folded cards.....\$155+
Table Tents ( <i>Merged with names</i> ).....\$2.50ea	A7 folded cards.....\$160+
Magnetic Nametags..... \$8.50+	Paper
Plastic nameplate with desk holder..... \$18.00	Case of Printer Paper.....\$50
Department office insert..... \$7.50	Printer Toner.....No Charge
Box of Department Mailing Labels.....\$75.00	Printer Staples.....No Charge
Preprinted Certificate Sheets.....\$1.00ea	65# cardstock.....\$10 per ream
	Blank sheet of labels.....\$0.25+ea
	Parking Passes (Min 100).....\$95.00+
	Lanyards
	(Printed on 100# cover and 1 hole at the top)
	Single sided.....\$0.50+ea
	Double sided.....\$0.70+ea

## FINISHING

3 Hole Punch.....	\$0.01 Per sheet
Die Cut.....	\$95.00+
Single Punch.....	\$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.....	\$0.10ea. Add labels/stuff/seal/stamp
Padding.....	\$0.25 Per pad
Perforate.....	\$0.10 Per sheet
Round Corner.....	\$0.10 Per sheet
Scoring.....	\$0.10 Per sheet
Staple.....	\$0.01 ea.
Scan.....	\$0.25 Per sheet
Setup.....	\$10.00+

## BINDING

Plastic Coil.....	\$1.75+
Plastic Covers.....	\$1.00 ea.
Cover Bind.....	\$1.75+
Saddle Stitch.....	\$0.25 Per book
Tape Bind.....	\$1.75+

## DIRECTIONAL SIGNS

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

12X18 Laminated Signs (Single sided only).....	\$4.00
12X18 Coroplast Signs.....	Single-sided \$7.00 • Double sided \$10.00

*Wooden \$1.00ea • Wire stakes \$1.50ea • Adhesive arrows \$0.25ea.*

## STICKERS, CLINGS, AND DECALS

Stickers come in clear and white. Feel free to stop by and see/feel our samples. Minimum order is 25 stickers. **Prices start at \$0.75ea**, and quantity discounts are applied for bulk orders. Setup fee of \$20 is applied to ALL die cut sticker or cling orders.

## GRAPHIC DESIGN

We have a Graphic Designer on staff to help with overall design, layout, ideas, & execution. There is a design fee after 2hrs of design work. Email us with your project and we'll be happy to assist.

# LARGE POSTERS & BANNERS

## MOUNTED SIGNS

*Print & mount only. Easel backs are \$3+ each*

13X19.....	\$12.00
18x24.....	\$36.00
24x36.....	\$72.00

## POSTERS

*Print on semi-gloss paper only*

16X20.....	\$13.50ea
18X24.....	\$18.00ea
24X36.....	\$36.00ea

## VINYL BANNERS

*\$7 sq/ft*

30X48.....	\$70.00
30X72.....	\$105.00
30X96.....	\$140.00
BANNER STANDS.....	\$50+
GROMMETS.....	\$1.00ea

Student & Off Campus orders can be emailed to us at [Printshop@richmond.edu](mailto: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 minimum \$10 setup fee.*

## Print Shop Staff

**Joel Hagman**—Manager  
**Tanice Fenner**—Assistant Manager  
**Ann Marie Bohannon**—Technical Specialist  
**Johnny Cornish**—Technical Specialist  
**Desirée Landron**—Graphic Designer

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We are open Monday–Friday • 7:30am–5:00pm  
*Closed for all major US holidays. Special hours during winter break.*

