<table>
<thead>
<tr>
<th>SIZE</th>
<th>BLACK &amp; WHITE</th>
<th>COLOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SINGLE SIDED • DOUBLE SIDED</td>
<td>SINGLE SIDED • DOUBLE SIDED</td>
</tr>
<tr>
<td>8.5 X 11 (Letter)</td>
<td>$0.10</td>
<td>$0.20</td>
</tr>
<tr>
<td>8.5 X 14 (Legal)</td>
<td>$0.14</td>
<td>$0.28</td>
</tr>
<tr>
<td>11 X 17 (Tabloid)</td>
<td>$0.20</td>
<td>$0.40</td>
</tr>
<tr>
<td>12 X 18 (Poster)</td>
<td>$0.28</td>
<td>$0.56</td>
</tr>
<tr>
<td>13 X 19 (Poster)</td>
<td>$0.32</td>
<td>$0.64</td>
</tr>
</tbody>
</table>

*Additional cost for special paper and/or cardstock*

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**STATIONERY & SUPPLIES**

- **Business Cards**.................................$30.00+
- **Letterhead**.......................................$84.00+
- **#10 Envelopes**...............................$125.00+
- **Custom UR Notepads**
  - B&W Set of 4.............................$17.00
  - B&W Set of 4.............................$20.00
- **Table Tents (Merged with names)**............$2.50ea
- **Magnetic Nametags**............................ $8.50+
- **Plastic nameplate with desk holder**........ $18.00
- **Department office insert**................... $7.50
- **Box of Department Mailing Labels**...........$75.00
- **Preprinted Certificate Sheets**..............$1.00ea

- **Department Notecards & Envelopes**
  - A2 flat cards.............................$85+
  - A6 flat cards.............................$125+
  - A7 flat cards.............................$130+
  - A2 folded cards...........................$145+
  - A6 folded cards...........................$155+
  - A7 folded cards...........................$160+

- **Paper**
  - Case of Printer Paper......................$50
  - Printer Toner............................No Charge
  - Printer Staples............................No Charge
  - 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

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Hole Punch</td>
<td>$0.01 Per sheet</td>
</tr>
<tr>
<td>Die Cut</td>
<td>$95.00+</td>
</tr>
<tr>
<td>Single Punch</td>
<td>$1.00 Per hole</td>
</tr>
<tr>
<td>Collate</td>
<td>$5.00 Minimum (By hand)</td>
</tr>
<tr>
<td>Cutting</td>
<td>$1.00 Per cut</td>
</tr>
<tr>
<td>Folding</td>
<td>$0.01 ea. (Machine) • $0.05 Ea. (By hand)</td>
</tr>
<tr>
<td>Hand Work</td>
<td>$0.10ea. Add labels/stuff/seal/stamp</td>
</tr>
<tr>
<td>Padding</td>
<td>$0.25 Per pad</td>
</tr>
<tr>
<td>Perforate</td>
<td>$0.10 Per sheet</td>
</tr>
<tr>
<td>Round Corner</td>
<td>$0.10 Per sheet</td>
</tr>
<tr>
<td>Scoring</td>
<td>$0.10 Per sheet</td>
</tr>
<tr>
<td>Staple</td>
<td>$0.01 ea.</td>
</tr>
<tr>
<td>Scan</td>
<td>$0.25 Per sheet</td>
</tr>
<tr>
<td>Setup</td>
<td>$10.00+</td>
</tr>
</tbody>
</table>

BINDING

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plastic Coil</td>
<td>$1.75+</td>
</tr>
<tr>
<td>Plastic Covers</td>
<td>$1.00 ea.</td>
</tr>
<tr>
<td>Cover Bind</td>
<td>$1.75+</td>
</tr>
<tr>
<td>Saddle Stitch</td>
<td>$0.25 Per book</td>
</tr>
<tr>
<td>Tape Bind</td>
<td>$1.75+</td>
</tr>
</tbody>
</table>

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
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

133 UR Drive
University of Richmond, VA 23173
(804) 289-8525 • printshop@richmond.edu

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