

**Higher Learning, Faster Printing!**



**Serving Seton Hall University**

**PRINT SERVICES  
PRICING GUIDE**

*July 2011 - June 2012*



The *Print Shop* is located in  
**Mooney Hall - Room B1**

**FEATURING DIGITAL COLOR**

The University Print Shop provides the community with low-cost, high-quality digital color copying and printing services. The technology that we use is the latest in the market when it comes to digital color services. We can combine superior printing with skilled finishing services in order to provide our customers with more full-color, low-cost options than ever before.

**WE'RE HERE FOR YOU**

We offer fast, friendly efficient service enabling you to conduct business with the Print Shop without leaving your office. We're just a phone call away—simply call us at **(973) 761-9700 / (973) 313-6204** or e-mail us at [printshop@shu.edu](mailto:printshop@shu.edu)

**EMAIL, CALL or VISIT US**

For more information or assistance, please feel free to contact **Frank Capra** or **Michael Villanueva** by e-mail at [printshop@shu.edu](mailto:printshop@shu.edu)

Please visit our website:  
[www.shu.edu/offices/printshop](http://www.shu.edu/offices/printshop)

The Print Shop is a Department for Seton Hall University Division of Finance & Technology providing complete duplicating solutions to the University community.

**OTHER SERVICES**

<b>Booklet Maker</b> (Saddle Stitching)	\$0.10 per booklet
<b>Book Copying</b>	\$0.05 per copy
<b>Book Binding</b> (Perfect, Tape, Coil & Plastic Comb)	\$1.50 per bind
<b>Hard Cover Binding</b>	\$12.00 per bind
<b>Folding Machine</b>	\$0.02 per page
<b>Manual Folding</b>	\$0.05 per page
<b>Color Page Insertion</b>	\$0.01 per page
<b>Padding</b>	\$0.15 per pad
<b>Wafer Sealing</b>	\$0.01 per seal
<b>Scoring</b>	\$0.01 per score
<b>Perforation</b>	\$0.01 per page
<b>Grommets</b>	\$0.50 each
<b>B/W Scanning</b>	\$0.20 per copy
<b>Color Scanning</b>	\$0.40 per copy

**Laminating**

8 1/2 x 11	\$1.50 per page
8 1/2 x 14	\$2.50 per page
11x17 or 12x18	\$3.50 per page
Oversize Pages	\$4.00 per sq. ft.

**Color or B/W Posters & Banners**

High Quality Black & White	\$4.00 sq. ft.
Heavyweight Matte - Color	\$5.00 sq. ft.
Premium Super Gloss - Color	\$6.00 sq. ft.
Scrim Vinyl - Color	\$7.00 sq. ft.

**Mounting**

<b>24x36 Foam Core Board</b>	\$12.00 each
Stapling, Cutting & Drilling	n/c

**SPECIAL APPLICATIONS**

**CARBONLESS PAPER**

8 1/2 x 11	\$0.10 per copy
8 1/2 x 14	\$0.25 per copy

**Astrobrights - 24lb. Text**

8 1/2x11	\$0.07 per copy
11x17	\$0.10 per copy

**Astrobrights - 65lb. Cover**

8 1/2x11	\$0.14 per copy
11x17	\$0.20 per copy

**Classic Linen - 24lb. Writing**

8 1/2 x 11	\$0.10 per copy
11x17	\$0.15 per copy

**Classic Linen - 80lb. Cover**

8 1/2 x 11	\$0.20 per copy
11x17	\$0.25 per copy

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**Additional Information:**

**Note:** Color copies printed onto the special applications listed above will be an additional cost.

**Higher Learning, Faster Printing!**

**NOW AT THE UNIVERSITY PRINT SHOP**

The Digital Color Laser Canon C5185 & B/W Digital Canon IR7105, IR7095, Fastback1 5XS, EXP Plus Mounting/Laminator, Color Coil Binding, Plastic Comb Binding, Foil Fast Hard Cover Printer/Guide, Wide Format Printer, Martin Yale Tabber & Duplo DF 520 Folder



**Call us about ON-DEMAND and personalized printing!**  
*Inexpensive pricing is always guaranteed at the Print Shop!*

**PROCEDURES & GUIDELINES**



When completing an IDT Requisition Invoice Form, please follow the procedures & guidelines listed below. Incomplete forms will cause delay in your job turnaround time.

**Procedures:**

- A. The following must be provided in your IDT Invoice Form: (Please Print)
  - \* Your Name
  - \* Department Name
  - \* Department Head Signature
  - \* Department Index/Account Number
  - \* Brief Job Description
- B. Attach your original document to your completed IDT invoice form or send it electronically.
- C. Duplicating requests are accepted via campus mail, electronically or hand delivered.
- D. Completed jobs are delivered by the mailroom, upon request you can pick-up your job.

**Guidelines:**

- A. Large duplicating jobs require at least one week's notice.
- B. Original documents will be returned back, provided that they are in good condition.
- C. Files sent electronically must be in order for printing.
- D. Duplicating requests less than 1,000 copies will be completed in one business days.
- E. Duplicating requests greater than 1,000 copies will be completed in two or three business days.
- F. The Department's account # listed on the IDT form will be billed at the end of the respective month.
- G. The Print Shop also accepts external sales at a minimum order of \$25.00. For external orders the Print Shop will not process any work orders without prior payment. Payments can be made by check payable to "Seton Hall University Print Shop" or in cash.
- H. To ensure that your print jobs are always produced, processed and priced accurately, consult your job with the Print Shop Manager.

**BLACK & WHITE PRINTING**

**Copy Per Cost**  
**20lb. or 60lb. white paper**

Sizes	Copy Per Cost
81/2x11	\$0.04 per copy
81/2x14	\$0.05 per copy
11x17	\$0.06 per copy

**SPECIAL PAPERS FOR BLACK & WHITE AND COLOR PRINTING**

**20lb. or 60lb. Color Paper**

Sizes	Copy Per Cost
81/2x11	\$0.05 per copy
81/2x14	\$0.06 per copy
11x17	\$0.07 per copy

**67lb. & 110lb. Cardstock Paper**

Sizes	Copy Per Cost
81/2x11	\$0.08 per copy
81/2x14	\$0.09 per copy
11x17	\$0.10 per copy

**B/W & Color Transparencies**

81/2x11- B/W	\$0.75 per copy
81/2x11- COLOR	\$1.00 per copy

**Additional Information:**

**Note:** Color copies printed onto color paper or cardstock paper is an additional cost of the prices listed above.  
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**Note:** The price for ONE color print(s) would be half the cost of full color prices listed on this brochure.

**DIGITAL COLOR PRINTING**

**81/2x11 (per copy cost on 28lb.white paper)**

Per Copy	One Side	Two Sided
1- 250	\$0.40	\$0.39
251- 499	\$0.38	\$0.37
500 - 749	\$0.36	\$0.35
750 - 999	\$0.34	\$0.33
1,000 +	\$0.32	\$0.31

**81/2x14 (per copy cost on 28lb.white paper)**

Per Copy	One Side	Two Sided
1- 250	\$0.45	\$0.44
251- 499	\$0.43	\$0.42
500 - 749	\$0.41	\$0.40
750 - 999	\$0.39	\$0.38
1,000 +	\$0.37	\$0.36

**11x17 (per copy cost on 28lb.white paper)**

Per Copy	One Side	Two Sided
1- 250	\$0.50	\$0.49
251- 499	\$0.48	\$0.47
500 -749	\$0.46	\$0.45
750 - 999	\$0.44	\$0.43
1,000 +	\$0.42	\$0.41

**SPECIAL STOCK PAPER FOR COLOR PRINTING**

**80lb.Matte Text or 100lb.Gloss Text**

Per Copy	One Side	Two Sided
8 1/2 x 11	\$0.55	\$0.54
11 x 17	\$0.57	\$0.56
12 x 18	\$0.59	\$0.58

**80lb.Matte Cover or 80lb.&100lb. Gloss Cover**

Per Copy	One Side	Two Sided
8 1/2 x 11	\$0.60	\$0.59
11 x 17	\$0.62	\$0.61
12 x 18	\$0.64	\$0.63