

SPECIAL APPLICATIONS

CARBONLESS PAPER

8.5x11	\$0.10 per copy
8.5x14	\$0.15 per copy

Astrobrights - 24lb. Text

8.5x11	\$0.10 per copy
11x17	\$0.15 per copy

Astrobrights - 65lb. Cover

8.5x11	\$0.20 per copy
11x17	\$0.25 per copy

Classic Linen - 24lb. Writing

8.5x11	\$0.10 per copy
11x17	\$0.15 per copy

Classic Linen - 80lb. Cover

8.5x11	\$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.

OTHER SERVICES

Booklet Maker (Saddle Stitching)	\$0.10 per booklet
Book Copying	\$0.05 per copy
Book Binding (Perfect, Tape, Coil & Plastic Comb)	\$1.50 per bind
Folding Machine	\$0.03 per page
Manual Folding	\$0.05 per page
Color Page Insertion	\$0.01 per page
Padding	\$0.15 per pad
Wafer Sealing	\$0.01 per seal
Scoring	\$0.01 per score
Perforation	\$0.01 per page
Grommets	\$0.50 each
B/W Scanning	\$0.15 per copy
Color Scanning	\$0.30 per copy

Laminating

8.5 x 11	\$1.00 per page
8.5 x 14	\$2.00 per page
11x17 or 12x18	\$3.00 per page
Oversize Pages	\$4.00 per sq. ft.

Color or B/W Posters & Banners

High Quality Black & White	\$3.00 sq. ft.
Heavyweight Matte - Color	\$4.00 sq. ft.
Glossy Photo - Color	\$5.00 sq. ft.
Scrim Vinyl - Color	\$6.00 sq. ft.

Mounting

24"x36" White Foamboard	\$15.00 each
24"- 44" Adjustable Tubes	\$10.00 each

Stapling, Cutting & Drilling	n/c
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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** 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.



PRINT SHOP

Higher Learning, Faster Printing!



Serving Seton Hall University

PRINT SERVICES PRICING GUIDE

July 2024 - June 2025



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



Higher Learning, Faster Printing!

NOW AT THE UNIVERSITY PRINT SHOP

Konica Minolta Accurio Press C4080 & bizhub C550i  
Canon imagePROGRAF PRO-4000 Wide Format Printer  
Fastback 20, EXP Plus Mounting/Laminator, Color Coil Binding,  
Plastic Comb Binding, Martin Yale EX 5000 Tabber & Duplo DF-1000 Air Folder



Call us about ON-DEMAND and personalized printing!

Inexpensive pricing is always guaranteed at the Print Shop!

\* The Print Shop will also price match your print job request with any printing vendor. Simply, provide us a specification quote sheet to receive the credit.

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 information must be provided on 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 \$20.00. 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	
8.5x11	\$0.04 per copy
8.5x14	\$0.05 per copy
11x17	\$0.06 per copy

SPECIAL PAPERS FOR  
BLACK & WHITE AND COLOR PRINTING

20lb. or 60lb. Color Paper

Sizes	
8.5x11	\$0.07 per copy
8.5x14	\$0.08 per copy
11x17	\$0.09 per copy

67lb. & 110lb. Cardstock Paper

Sizes	
8.5x11	\$0.10 per copy
8 1/2x14	\$0.11 per copy
11x17	\$0.12 per copy

B/W & Color Transparencies

8.5x11- B/W	\$0.75 per copy
8.5x11- 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.

Note: The price for ONE color print(s) would be half the cost of full color prices listed on this brochure.

DIGITAL COLOR PRINTING

8.5x11 (per copy cost on 28lb.white paper)

Per Copy	One Side	Two Sided
1- 250	\$0.35	\$0.34
251- 499	\$0.33	\$0.32
500 - 749	\$0.31	\$0.30
750 - 999	\$0.29	\$0.28
1,000 +	\$0.27	\$0.26

8.5x14 (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

11x17 (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

SPECIAL STOCK PAPER FOR COLOR PRINTING

80lb.Matte Text or 100lb.Gloss Text

Per Copy	One Side	Two Sided
8.5x11	\$0.50	\$0.49
11x17	\$0.52	\$0.51
12x 18	\$0.54	\$0.53

80lb.Matte Cover or 80lb./100lb. Gloss Cover

Per Copy	One Side	Two Sided
8.5x11	\$0.55	\$0.54
11x17	\$0.57	\$0.56
12x18	\$0.59	\$0.58