



CUSTOMER SERVICE

Davies Center 119
University of Wisconsin-Eau Claire
Eau Claire WI 54701-4200

PHO | 715.836.5621 | 715.836.2155

FAX | 715.836.5048

EML | printingdavies@uwec.edu
[students, individuals and non-campus accounts]

EML | printingservices@uwec.edu
[university offices, academic departments, and local and state government agencies]

URL | printingservices.uwec.edu
[university offices and academic departments]

**STANDARD HOURS
ACADEMIC YEAR**

Monday–Thursday | 7:30 am–7:30 pm

Friday | 7:30 am–4:30 pm

Saturday–Sunday | closed

SUMMER SESSION

Monday–Friday | 7:45 am–4:30 pm

PRODUCTION

Schofield Hall 18

PHO | 715.836.5419

FAX | 715.836.4980

Monday–Friday | 7:45 am–4:30 pm

**OFF-CAMPUS PRINTING
CONVENIENCE COPYING PROGRAM
Schofield Hall 18**

PHO | 715.836.3883

FAX | 715.836.4980

Monday–Friday | 7:45 am–4:30 pm

CASH | MASTERCARD | VISA
BLUGOLD ACCOUNT | CAMPUS ACCOUNT

EFFECTIVE JULY 1, 2009



University of Wisconsin-Eau Claire

SERVICES | PRICES | HOURS



University Printing Services at the University of Wisconsin-Eau Claire offers offset printing, high-speed black-and-white digital copies, quality color copies, black-and-white and color large-format printing up to 24 inches wide, and a range of design and bindery options.

ORDERING OPTIONS

- Bring your printing services request form and document to the customer service office at University Printing Services, in Davies Center's west lobby.
- Send your printing services request form and document to University Printing Services through campus mail.
- Students, individuals and non-campus accounts may submit orders through e-mail to this address: printingdavies@uwec.edu

Call 836.2155 for help in planning or pricing your projects. Visit our walk-up area in Davies Center's west lobby, next to the University Bookstore.
- University offices and academic departments may submit orders via the University Printing Services Web site [printingservices.uwec.edu].

Register online and choose the account name you will be using to submit orders. If you will be using more than one account, please e-mail printingservices@uwec.edu listing all of the accounts you would like authorization for. You do not have to go through the registration process for each account. Once you have submitted the necessary information, you will receive an e-mail confirming your registration.

PRINTABLE FORMS AVAILABLE ON OUR WEB SITE

- Print Request Form
- Business Card Order Form
- Name Badge Order Form

When your registration has been confirmed, you can place orders via this Web site. Log in with your user name and password, attach your file and continue through the order process. [Note: The number of sets/copies would be the number of copies you would like printed; the number of sheets per set would be how many sheets of paper your original document is.]

Once you have completed your order your file will appear for approval. Please check your file and order over carefully to be sure everything is as it should be. When you submit your order a job ticket will appear giving you an approximate price and reference number. Please print a copy of the job ticket for your records; refer to the job number when checking on your job status. Please call 715.836.5621 for assistance.

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**SPECIAL SERVICES FOR
UNIVERSITY OF WISCONSIN-EAU CLAIRE
ADMINISTRATIVE OFFICES &
ACADEMIC DEPARTMENTS**

University pricing is given to University of Wisconsin-Eau Claire administrative offices and academic departments with university budget codes. University pricing is approximately 20% off the prices listed on the price sheet (see reverse side). University pricing will vary based on stock selected.

Academic departments and administrative offices are offered free pickup and delivery service. All campus buildings are served with morning and afternoon pickup and delivery service Monday through Friday.

Production of examinations and other confidential materials is an essential part of University Printing Services. Academic departments and administrative offices may request special sealable envelopes for submission of confidential materials for duplication. If delivery is preferred, printed materials will be delivered in a sealed envelope. Sensitive printing orders may also be secured for pickup at the Schofield Hall 18 or Davies Center 119 facility during scheduled hours of operation.

PHOTOCOPIES

VOLUME PRICING

- **25% DISCOUNT OVER 500 COPIES**

	PRICE PER SHEET	
	ONE-SIDED	TWO-SIDED
8.5 × 11 TEXT STOCK		
20# WHITE BOND		
1–500	\$ 0.06	\$ 0.10
20# COLORED BOND		
1–500	\$ 0.07	\$ 0.12
60# ASTROBRIGHT 24# LINEN 70# ROYAL FIBER		
1–500	\$ 0.10	\$ 0.15
8.5 × 11 COVER STOCK		
65# ASTROBRIGHT 110# WHITE/COLORED INDEX 80# ROYAL FIBER		
1–500	\$ 0.15	\$ 0.20
11 × 17 TEXT STOCK		
70# OPAQUE WHITE/COLORED		
1–500	\$ 0.10	\$ 0.14
60# ASTROBRIGHT 70# ROYAL FIBER		
1–500	\$ 0.15	\$ 0.20
11 × 17 COVER STOCK		
65# ASTROBRIGHT 110# INDEX WHITE/COLORED		
1–500	\$ 0.20	\$ 0.25

COLOR COPIES

CLICK CHARGE + PAPER USED = PRICE

VOLUME PRICING

- **26 TO 199 COPIES
TAKE 40% DISCOUNT OFF THE CLICK CHARGE**
- **200 AND MORE COPIES
TAKE 60% DISCOUNT OFF THE CLICK CHARGE**

CLICK CHARGE FOR COLOR COPIES

1–25	8.5 × 11, one side	sheet	\$ 0.50
1–25	8.5 × 11, two sides	sheet	\$ 0.75
1–25	11 × 17 and up, one side	sheet	\$ 0.75
1–25	11 × 17 and up, two sides	sheet	\$ 1.00

PAPER CHOICES FOR COLOR COPIES

[no discount allowed on paper cost]

32# smooth opaque text 8.5 × 11	sheet	\$ 0.03
32# smooth opaque text 11 × 17	sheet	\$ 0.05
80# matte text 12.5 × 19	sheet	\$ 0.08
80# gloss text 8.5 × 11	sheet	\$ 0.04
100# gloss text 12 × 18	sheet	\$ 0.08
80# matte cover 8.5 × 11	sheet	\$ 0.05
80# matte cover 11 × 17	sheet	\$ 0.08
80# matte cover 12.5 × 19	sheet	\$ 0.12

COPY SERVICES

Hand-placement	\$ 0.10
Certificate Paper (price includes copy)	
Pre-Printed	\$ 0.40
Gold foil Excellence	\$ 0.75

TRANSPARENCIES

8.5 × 11 color	each	\$ 1.00
8.5 × 11 black and white	each	\$.50

LARGE-FORMAT PRINTING | 24" WIDE

[trimming is \$1.50 per piece]

	PRICE PER SQUARE FOOT	
	FOUR-COLOR	B + W
120 gsm premium coated bond	\$ 4.00	\$ 3.00
180 gsm premium super gloss	\$ 4.50	\$ 3.50
9 mil premium RC photo matte	\$ 6.00	\$ 5.00
10 mil indoor banner [polyethylene]	\$ 6.50	\$ 5.50
10 mil front-print back-lit film	\$ 7.00	\$ 6.00
17 mil matte canvas	\$ 7.50	\$ 6.00

GRAPHIC DESIGN/EDITING

[*minimum charge \$4.00]

labor*	per hour	\$ 36.00
CD burning	cost of CD plus	\$ 2.00
scanning*	per item	\$ 0.50
scan + place*	per item	\$ 1.00
spray mounting	per piece	\$ 0.50

FAX SERVICE

SENDING

Continental U.S.	
first page (including cover page)	\$ 1.50
per page after first page	\$ 0.50
International	
first page (including cover page)	\$ 3.00
per page after first page	\$ 1.00

RECEIVING

Continental U.S. & International (per page)	\$ 0.50
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SUPPLIES

transparency (blank)	\$ 0.50
14 × 22 (half sheet) tagboard 6 ply	\$ 1.25
22 × 28 (whole sheet) tagboard 6 ply	\$ 2.00
CD	\$ 1.50
blank labels, 1" × 2 13/16" (per sheet)	\$ 0.35
8.5 × 11 clear front cover (10 mil)	\$ 0.50
8.5 × 11 80# black linen back cover	\$ 0.25

BUTTON MAKING

[copies not included]

1–20	each	\$ 0.45
21–99	each	\$ 0.40
100–up	each	\$ 0.35

BINDERY

[minimum charges are noted]

CUTTING

1–2 cuts	per sheet	[\$1 minimum]	\$ 0.01
multiple cuts		[\$2 minimum]	\$ 0.015

FOLDING

machine	per sheet	[\$3 minimum]	\$ 0.02
hand	per sheet	[\$1 minimum]	\$ 0.04
paper drilling	per sheet	[\$1 minimum]	\$ 0.005
perforating	per sheet	[\$10 minimum]	\$ 0.03
scoring	per sheet	[\$1 minimum]	\$ 0.03

STAPLING

machine	per staple	\$ 0.015
hand	per staple	\$ 0.025

LAMINATING

regular price	per foot	\$ 1.75
Wednesday special	per foot	\$ 1.50
trimming	per item	\$ 0.25

MISCELLANEOUS BINDERY

numbering	per number	[\$5 minimum]	\$ 0.03
padding	per pad	[\$1 minimum]	\$ 0.35
hand collating	per sheet	[\$1 minimum]	\$ 0.03
hand bindery	per hour	[\$1 minimum]	\$ 16.00
shrink wrap	per package		\$ 0.35

SADDLE STITCH / BOOKLET MAKING

COLLATE - FOLD - STITCH [\$3 minimum]

1–149	per booklet	\$ 0.15
150–999	per booklet	\$ 0.10
1,000–2,999	per booklet	\$ 0.08
3,000–up	per booklet	\$ 0.05

BOOK BINDING

CLEAR FRONT + BLACK BACK COVERS AVAILABLE — SEE SUPPLIES

VELO BIND	
1/8"–1/2"	\$ 1.50
9/16"–1"	\$ 2.00
WIRE-O BIND	
1/4"–1/2"	\$ 1.50
9/16"–1"	\$ 2.00
PLASTIC COMB BIND	
1/4"–3/8"	\$ 1.25
7/16"–5/8"	\$ 1.50
3/4"–1"	\$ 2.00
1 1/8"–2"	\$ 2.75
PLASTIC COIL BIND	
6mm • 8mm • 10mm	\$ 1.50
11mm • 13mm • 16mm	\$ 1.75
22mm • 25mm • 32mm	\$ 2.75

PERFECT BINDING

no print | plain covers [1/8"–1 1/2"]

1 to 5 books	per booklet	\$ 2.00
6 or more books	per booklet	\$ 1.50
trim three sides		\$ 0.50

print black on covers [up to 1"] – add \$ 0.50

print four-color on cover [up to 1"] – add \$ 1.00

clear front business cover – add \$ 1.75

BLANK PAPER

TEXT STOCK | SHEETS

20# WHITE/COLORED BOND	
8.5 × 11	\$ 0.02
8.5 × 14	\$ 0.03
24# 25% COTTON BOND/WHITE • 24# LINEN	
8.5 × 11	\$ 0.05
60# ASTROBRIGHT • 60# ASTROPARCHE 60# OPAQUE WHITE	
8.5 × 11	\$ 0.04
11 × 17 [Astrobright only]	\$ 0.08
70# OPAQUE WHITE/COLORED	
11 × 17	\$ 0.06
70# ROYAL FIBER	
8.5 × 11	\$ 0.06
11 × 17	\$ 0.12

COVER STOCK | SHEETS

65# ASTROBRIGHT • 65# ASTROPARCHE 110# WHITE/COLORED INDEX	
8.5 × 11	\$ 0.08
11 × 17 [Astroparche not available]	\$ 0.12
80# ROYAL FIBER • 80# LINEN	
8.5 × 11	\$ 0.12

TEXT STOCK | REAMS

8.5 × 11 [500 sheets per package]	
20# white bond	\$ 5.00
20# colored bond	\$ 8.00
24# 25% cotton bond	\$ 18.00
24# linen	\$ 15.00
60# opaque (white only)	\$ 8.00
60# Astrobright	\$ 12.00
70# Royal Fiber	\$ 17.00
11 × 17 [500 sheets per package]	
70# opaque white/colored	\$ 18.00
60# Astrobright	\$ 23.00
70# Royal Fiber	\$ 34.00

COVER STOCK | REAMS

8.5 × 11 [250 sheets per package]	
110# white/colored index	\$ 9.00
65# Astrobright	\$ 12.00
80# Royal Fiber / linen	\$ 18.00
11 × 17 [250 sheets per package]	
65# Astrobright	\$ 24.00
110# white/colored index	\$ 18.00

ENVELOPES

#10 business size (standard white regular or window)	\$ 0.05
#10 business size (resumé style)	\$ 0.10
Box of #10 business size (windows 10% more)	\$ 15.00
Box of #10 25% cotton business size	\$ 32.00
Box of #10 business size (resumé style)	\$ 34.00
A2 size (all stocks)	\$ 0.10
A6 size (all stocks)	\$ 0.15
6 × 9 catalog style	\$ 0.10
6.5 × 9.5 catalog style	\$ 0.12
9 × 12 catalog style (standard white)	\$ 0.15
9.5 × 12.5 catalog style	\$ 0.20
10 × 13 catalog style (standard white)	\$ 0.25
Box of A2 (250 per box)	\$ 15.00
Box of A6 (250 per box)	\$ 20.00