



PRINT SHOP

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How to Place Your Printing Order

Send an email to **printshop@usf.edu**

In the email describe your needs, please include:

- **Title** of file
- Type of job (copies, resumes, poster etc.)
- Quantity
- Size and style of paper (bond, gloss, card etc.)
- One or two sided printing
- Note any finishing work (cutting, folding, binding etc.)
- When you would like to pick up
- How you will pay (*Personal, Department, Student Org Please Specify*)
- Cell phone # (*Just in case your print file or billing is in question*)

Include your 'Print File' as an attachment.

We prefer a **PDF**, **TIFF** or **PPT** file

designed for ***finished size***

(We will not format your files for you)

See reverse side for pricing information

**We will email you if we have questions or concerns,
or to inform you that your order is ready to pick up.*

USF Print Shop

Powered by **RICOH**

Email: printshop@usf.edu Phone: 813-974-9923

Location: Marshall Student Center, Room 1505

Hours: Monday –Thursday 9AM – 6PM Friday 9AM – 5PM

Business Cards printed on high quality gloss card stock

100 cards	one-sided	\$7	two-sided	\$9
250 cards	one-sided	\$9	two-sided	\$11
500 cards	one-sided	\$15	two-sided	\$17

Copy paper 8.5"x11"

One-sided B/W	\$.07	Two-sided B/W	\$.09	One-sided Color	\$.13	Two-sided Color	\$.19
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Copy paper 11"x17" or 12"x18"

One-sided B/W	\$.20	Two-sided B/W	\$.24	One-sided Color	\$.30	Two-sided Color	\$.40
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Card Stock paper 8.5"x11" (uncoated)

One-sided B/W	\$.18	Two-sided B/W	\$.20	One-sided Color	\$.28	Two-sided Color	\$.30
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Gloss Text & Card 8.5"x11"

One-sided B/W	\$.20	Two-sided B/W	\$.25	One-sided Color	\$.30	Two-sided Color	\$.35
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Gloss Text & Card 11"x17" or 12"x18"

One-sided B/W	\$.25	Two-sided B/W	\$.30	One-sided Color	\$.35	Two-sided Color	\$.40
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Resume paper 8.5"x11"

One-sided B/W	\$.15	Two-sided B/W	\$.20	One-sided Color	\$.20	Two-sided Color	\$.25
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Lamination (small)

3.5"x5.5"	\$1.00	8.5"x11"	\$1.30	12"x18"	\$1.95
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Poster Lamination (large)

\$2.50 per square foot

Poster Printing (priced per square Foot)

Bond B/W	\$.65	Bond Color	\$1.95	Gloss	\$5	Satin	\$5
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(foam core mounting available)

Vinyl Banners

\$7.75 per square foot

Mounting grommets \$1.25 each

Note Pad Creation

(pricing on other sizes and quantities available upon request)

B/W	4.25"x5.5" pads	25 sheets per pad	\$26.50-quantity 40	\$44.00-quantity 80
Color	4.25"x5.5" pads	25 sheets per pad	\$41.50-quantity 40	\$74.00-quantity 80

Bindery & Finishing

Cutting \$3.00 minimum

Folding \$5.00 minimum

Spiral Book Binding \$2.50

We also have many other services available!

◆ **Quotes Available Upon Request** ◆