

Print Production Services

Campus Dining and Shops offers a variety of print production services, including black & white and color copying, poster and banner production and distribution.

We use high-quality color copiers and our paper stock varies from simple 20# to heavy poster and banner stock.

Fast and Easy Ordering

- Complete a print request form. Forms are available online or from Chris Krywalski.
- Tell us how many copies
- Tell us what department is to be billed
- Tell us how you want your proof sent (.jpg, .pdf)
- Review the proof we send to you, make corrections if necessary, and return to us.
- Provide authorization to print

Lead Time?

Please allow 24 hours lead time on all orders. Orders placed without 24-hour notice will be assessed a rush charge.

Submitting your layout

Please submit in Word, Publisher, Adobe PDF, Photoshop, Indesign or Illustrator format.

Additional Costs

Rush Order:	\$10 minimum
Design Services	\$42 per hour

Finishing & Extras (cost is per copy)

Hole Punching (per page)	\$0.02
Folding (per page)	
(Half fold, tri-fold, z-fold)	\$0.02
Cutting	\$0.02
Mounting	Call for pricing
Transparencies (8½ x 11)	\$0.67
Laminating (per page)	
8½ x 11	\$0.31
8½ x 14	\$0.34
11 x 17	\$0.39

Paper

Colored	\$0.03
Glossy	\$0.02
Cover Stock-white	\$0.04
Cover Stock-colored	\$0.06

Binding

Velo — 25 sheet max	\$0.39
(Thin plastic strip. Good for legal documents)	
Spiral — 220 sheet max	\$0.22
(Plastic comb. Good for presentations)	

Posters/Banners

Oversized posters (Larger than 11x17)	
Color	\$2.52 sq ft
Grayscale	\$2.24 sq ft
Banners (Satin finish paper)	
Color	\$2.52 sq ft
Grayscale	\$2.24 sq ft
Banners (Tyvek durable polyester)	
Color	\$5.04 sq ft
Grayscale	\$4.59 sq ft
Heavy Duty —Opaque	
Color	\$5.71 sq ft
Grayscale	\$5.26 sq ft

Miscellaneous Items

Buttons (each)	\$0.56
Door hangers (4 –up) color (each)	\$0.45
Grommets 2	\$1.12
Grommets 4	\$2.24
Bus Inserts (min. of three)	\$11.00
Vending Sign (large)	\$36.00
Vending Sign (small)	\$10.60

Copy Price List

8½ x 11"		
Black & White	1 sided	\$0.05
	2 sided	\$0.07
Full Color	1 sided	\$0.26
	2 sided	\$0.49
8½ x 14"		
Black & White	1 sided	\$0.05
	2 sided	\$0.07
Full Color	1 sided	\$0.27
	2 sided	\$0.52
11 x 17"		
Black & White	1 sided	\$0.06
	2 sided	\$0.08
Full Color	1 sided	\$0.54
	2 sided	\$1.04

All the above printed on standard 20# white paper. Special papers can be ordered.

Campus Dining & Shops
146 Fargo Quad
Buffalo, NY 14261-0050

ph: 645-2521
fax: 645-3990



We also do:

- Brochures
- Business cards
- Handbills
- Menus
- Meal passes
- Window Clings

If you have something in mind and don't see it here, just ask!

PRINT
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Prices and Specifications

