

# Design and Document Production Center

Online Work Order Form:  
<http://web2.uconn.edu/print/eform.shtml>

Phone: 860-486-2022  
 Fax: 860-486-1205  
 email: [dpc@uconn.edu](mailto:dpc@uconn.edu)

Digital Storefront Order Form:  
<http://docprod.dps.uconn.edu/DSF/storefront.aspx>

## Copying or Digital Printing

### BLACK PRINTING

#### Quantity Breakdown

	1-999		1000-5000		OVER 5,000	
	SINGLE	DOUBLE	SINGLE	DOUBLE	SINGLE	DOUBLE
<b>Letter [8.5x11]</b>						
20# Bond (white or color)* .....	.05	.08	.04	.07	.035	.065
70# Text .....	.08	.11	.07	.10	.06	.09
65# Cover* .....	.10	.13	.09	.12	.08	.11
Crack & Peel, Index or Tabs .....	.08	.11	.07	.10	.05	.08
60# Brights, 24# Talc.....	.06	.09	.05	.08	.045	.075
NCR .....	.16		.14		.12	
	1-999		1,000-5,000		OVER 5,000	
	SINGLE	DOUBLE	SINGLE	DOUBLE	SINGLE	DOUBLE
<b>8.5x14 or 11x17</b>						
20# Bond (white or color) .....	.10	.16	.07	.13	.065	.125
70# Text .....	.16	.22	.14	.20	.13	.19
65# Cover.....	.19	.25	.16	.22	.15	.21
Index or Tabs.....	.13	.19	.11	.17	.10	.16
60# Brights, 24# Talc .....	.12	.18	.10	.16	.09	.15

\* Blank sheets to be inserted .02/20# sheet & .05/Cover Supplied Stocks: Deduct .02 from cost (min. .02)

Clear Mylar Sheets [8.5x11] ..... .21

Black or Blue back cover stock \$.30 each

BRM Envelopes....\$.06 per Envelope

Custom Envelopes \$.03 to print plus cost of envelopes

## FULL COLOR PRINTING

### Color Printing

8.5x11 Size 8.5x14, 11x17, 12x18

	1s	2s	1s	2s
Text	.35	.40	.55	.60
Cover	.37	.42	.59	.64
Glossy	.39	.44	.63	.68

**\$.05 discount per piece with 2,000 impressions or more.**

Window cling/sticker (12x18, Extreme Color, 1s only) \$1.25

100 Student Business Cards.....\$12.40

### Graphics/Scanning Services

All designs for University of Connecticut departments are FREE! Scanning charge is \$25 per half hour.

### Finishing and Binding

Online Collating .....	\$4.30/1,000 Sheets
Folding/Scoring/Perforating .....	\$0.02/Sheet [\$25 Setup fee per head]
Hand Fold/Collate/Stuff .....	\$0.10/Sheet
Online Stapling [up to 60pgs] .....	\$.01 Each
Offline Stapling [over 60pgs] .....	\$0.05 Each
Cutting/Trimming .....	\$0.01/Sheet [min. \$5 set up charge]
Drilling Holes .....	\$0.01/Sheet
Numbering .....	\$0.02/Number
	[min. \$25 set up charge for each head move]

Thermal Tape Binding .....	\$1.00/Book
Comb & Wire Binding	
12-120 Sheets .....	\$1.00/Book
121-200 Sheets .....	\$1.50/Book
201-425 Sheets .....	\$2.00/Book
Padding	\$.50/Pad
Shrink Wrapping.....	\$.25/Bundle
Addressing by Mail Merge .....	\$25
Transparencies	
Full Color .....	\$.78
Black.....	\$.58

### Laminating and Mounting

8.5x11 ..... \$1.00 11x17 & 12x18 .... \$1.50  
 8.5x14 ..... \$1.25 or by the foot ..... \$1.50 ft.

Laminate trimming fee for Large Format Posters .... \$.50

### LARGE FORMAT POSTER PRINTING

	Plain*	Heavy*	Canvas/Vinyl
11x24 Bus Poster	\$5.20	\$9.40	\$12.40
24x36 Standard	\$15.60	\$28.20	\$37.20
36x48 Large	\$31.20	\$56.40	\$74.40
Custom (charge by sq./ft.)	\$2.60	\$4.70	\$6.20

\*Plain=Matte Finish \*Heavy=Cover Matte, Glossy, or Polypro papers

Max. size 42 x 120 inches - call ahead for size options

Grommets .10cents each

Hours: Monday to Friday 8am until 4:30pm.