

Printing & copying price list

Local self-service printing

Costs & print credits

The charges for printing are outlined below. You will need to ensure that you have enough print credits prior to sending your job to the print queue. If you do not have enough credit on your account you will not be able to collect your print. You will be able to submit print jobs with no or low credit.

	Mono A4	Mono A3	Colour A4	Colour A3
Single	2.75p	3.75p	6.5p	7.5p
Duplex	4.5p	5.5p	12p	13p
Scan to email is FREE				

ePayment print credit system

If you are off campus you will need to use the VPN service before you can use the ePayments systems.

Cisco AnyConnect VPN Client

To access on-campus services you will need to use the Cisco AnyConnect VPN Client.

Over the counter printing

Black and white printing/copying

		A4	A3
80gsm paper	1-50	5p each	9p each
	51-200	4p each	7p each
Volume printing	200>	1.8p each	3p each
Coloured paper is available	per sheet	+1p	+2p
Card available	per sheet	+4p	+8p
Transparencies are available:			
Mono copier/laser (no paper backing)	per sheet	+10p	
Mono copier/laser (paper backing)	per sheet	+10p	

Please note: 200> is not a while you wait service and must be booked into our production schedule, for further information contact us on 222249.

Colour printing/copying

		A4	A3
100gsm paper	1-50	20p each	40p each
	51-200	10p each	20p each
Volume printing	200>	6p each	12p each
160gsm card is available	per sheet	+5p	+10p
170-250gsm card is available	per sheet	+10p	+20p
Transparencies are available			
Colour copier/laser (no paper backing)	per sheet	+30p	

Please note: 200> is not a while you wait service and must be booked into our production schedule, for further information contact us on 222249.

On-line printing

Prices available on www.printingservices.lboro.ac.uk

T: 01509 222190
E: creativeandprint@lboro.ac.uk
W: www.lboro.ac.uk/creativeandprint



Loughborough
University

Specialist services price list

Scan to USB / Email*

		A4 / A3
Set up 50p	1	50p
	2-50	20p per sheet
	51-200	10p per sheet
	200>	6p per sheet

Please note: 51-200 and 200> are not while you wait services and must be booked into our production schedule, for further information contact us on 222249.

Large format printing

Self service (using printer credits)

Plain A3 to A0 £6.00 Photographic A3 to A0 £9.00

Managed service	Plain	Photographic	With lamination (matt or gloss finish)
A0	£25.00	£30.00	£30.00
A1	£18.00	£20.00	£22.00
A2	£16.00	£18.00	£17.00

Laminating (24 hour turnaround)

Maximum width 600mm (length not restricted)

To ensure best results material supplied for laminating should be as flat as possible (no thicker than 160gsm with layers kept to a minimum).

Poster tubes

A2 - 70p each A0 thin - £2.13 each A0 wide - £3.00

Pull up banners - £99

Priced at £99* our lightweight and portable pull-up banners are ideal for displays and exhibitions providing excellent quality and good value. The stand comprises of a high quality graphic panel with lamination which winds into a durable aluminium base - all of which stores neatly into a high quality carry case making it easy to transport. As a flexible solution, you can reduce the size of the pull-up banner to 2/3 size making a great table top display.

All artwork should be created as CMYK and supplied as PDF or high quality JPEG where possible, at a final output resolution of 150 dots per inch (dpi).

*Design costs are additional

Binding

		Black plastic spiral	White wire
A4 small	per book	£2.00	£2.00
A4 large	per book	£3.00	£3.00
A4 extra large	per book	£3.50	£3.50
A4 Acetate front cover and card back cover	per book	10p	10p
Bespoke size document	per book	£5.00	£5.00

Please note: The size of bind used will depend upon the number of pages, the weight of paper and the print layout.

Perfect binding

This is a 48 hour service in which the pages of a book are held together at the binding edge by glue or a synthetic adhesive.

A4	per book	1-4 Books	£3.50
A4	per book	5+ Books	£3.00
Bespoke size document	per book	1 Book	£5.00

Hard binding

This is a 5 day service. Maximum spine 50mm.

A4 - text to spine only	per book	1 book	£30.00
	per book	2+ books	£25.00
A4 - text to front and spine	per book	1 book	£35.00
		2+ books	£30.00

All prices exclude VAT

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