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.

<table>
<thead>
<tr>
<th></th>
<th>Mono A4</th>
<th>Mono A3</th>
<th>Colour A4</th>
<th>Colour A3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>2.75p</td>
<td>3.75p</td>
<td>6.5p</td>
<td>7.5p</td>
</tr>
<tr>
<td>Duplex</td>
<td>4.5p</td>
<td>5.5p</td>
<td>12p</td>
<td>13p</td>
</tr>
<tr>
<td>Scan to email</td>
<td>FREE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>A4</th>
<th>A3</th>
</tr>
</thead>
<tbody>
<tr>
<td>80gsm paper</td>
<td>1–50 5p each</td>
<td>9p each</td>
</tr>
<tr>
<td></td>
<td>51–200 4p each</td>
<td>7p each</td>
</tr>
<tr>
<td>Volume printing</td>
<td>200&gt; 1.8p each</td>
<td>3p each</td>
</tr>
<tr>
<td>Coloured paper</td>
<td>per sheet +1p</td>
<td>+2p</td>
</tr>
<tr>
<td>Card available</td>
<td>per sheet +4p</td>
<td>+8p</td>
</tr>
<tr>
<td>Transparencies</td>
<td>Mono copier/laser (no paper backing) per sheet +10p</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mono copier/laser (paper backing) per sheet +10p</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>A4</th>
<th>A3</th>
</tr>
</thead>
<tbody>
<tr>
<td>100gsm paper</td>
<td>1–50 20p each</td>
<td>40p each</td>
</tr>
<tr>
<td></td>
<td>51–200 10p each</td>
<td>20p each</td>
</tr>
<tr>
<td>Volume printing</td>
<td>200&gt; 6p each</td>
<td>12p each</td>
</tr>
<tr>
<td>160gsm card is available</td>
<td>per sheet +5p</td>
<td>+10p</td>
</tr>
<tr>
<td>170–250gsm card is available</td>
<td>per sheet +10p</td>
<td>+20p</td>
</tr>
<tr>
<td>Transparencies</td>
<td>Colour copier/laser (no paper backing) per sheet +30p</td>
<td></td>
</tr>
</tbody>
</table>

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

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T: 01509 222190
E: creativeandprint@lboro.ac.uk
W: www.lboro.ac.uk/creativeandprint
Specialist services
price list

Scan to USB / Email*
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
A4 small per book £2.00
A4 large per book £3.00
A4 extra large per book £3.50
A4 Acetate front cover and card back cover per book 10p
Bespoke size document per book £5.00

White wire
A4 per book 1–4 Books £3.50
A4 per book 5+ Books £3.00
Bespoke size document per book 1 Book £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
A4 – text to front and spine per book 1 book £35.00

All prices exclude VAT

T: 01509 222249
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W: www.lboro.ac.uk/creativeandprint