

## Guide to Print Services & Price List

The Print Unit at the University of Cumbria is here to provide a full range of printing, copying and finishing work to all staff and students. We can also undertake private jobs on request. If you currently use outside printers or local photocopiers/printers for your work please ask us for a quote before you send out your next job. The following is a quick guide to the various options available.

### 1 – SIZE

From A1—A5

### 2 – COVERS

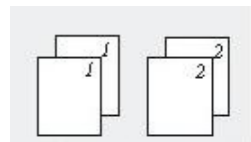
If your document has, or requires, a cover please indicate whether you would like it to be card or paper and if you would like it printed on coloured stock. We can also print a full colour cover to add to a black and white document – please ask if you have any special requirements.

### 3 – FINISHING

Chose the finishing method(s) you would like for your printing:

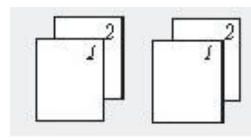
### 4 – BINDING

Please select from the following options:



#### Uncollated:

The output prints are grouped by page, in a 1-1-1, 2-2-2, 3-3-3 sequence



#### Collated:

The prints are grouped in a 1-2-3, 1-2-3, 1-2-3 sequence



Single Sided

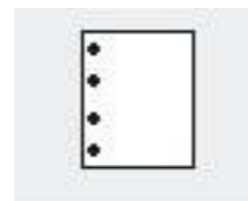
Double Sided



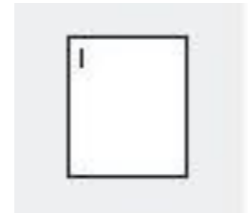
**Folded:** Documents can be set up to be printed on either A3 and folded to A4 or A4 and folded to A5



**Folded and Stapled:** As above with the addition of staples on the fold to hold the document together.



4 hole



#### Corner stapling:

Your printed documents are securely fastened together using one staple in the top left hand corner up to 80 sheets (portrait or landscape). – Stapling is included in the cost of printing.

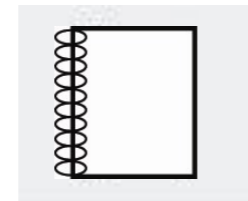


#### Side stapling:

Two staples are used on the left hand side - this is more suitable for thicker documents.



**Ring bind:** Plastic comb binding is practical and versatile and produces documents that open easily, lie flat, are strong and durable. Pages are punched and a plastic comb is inserted through holes.



**Wire bind:** Is also practical and versatile and produces documents that open easily, lie flat, are strong and durable. Pages are punched and a wire binding is inserted through the holes.



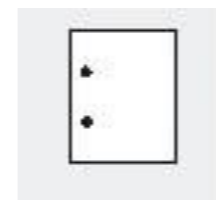
**Slide bind:** Plastic strip grips loose leaf papers securely. Can be removed easily.



**Thermal bind:** Using heat and a glued strip to bind the document together with no need for punching the pages. Documents are neat, flat and easy to file with all pages bound into the spine.

#### Hole Punched:

2 Hole



### We also offer the following services:

- Design and Artwork
- Colour Printing/Copying
- Laminating
- Folding
- Guillotining
- Envelope Printing
- Shredding
- Large Format Printing up to A0 size

## Price List

Black & White Printing/Copying (standard 80gsm copy paper)		
Single sided A4	Up to 50 copies 4p	over 50 copies 3p
Single sided A3	Up to 50 copies 8p	over 50 copies 6p
Double sided A4	Over 50 copies 8p	over 50 copies 6p
Double sided A3	Over 50 copies 16p	over 50 copies 12p

Colour Printing/Copying (standard 80gsm copy paper)		
Single sided A4	Up to 10 copies 15p	over 10 copies 12p
Single sided A3	Up to 10 copies 30p	over 10 copies 24p
Double sided A4	Over 10 copies 30p	over 10 copies 24p
Double sided A3	Over 10 copies 60p	over 10 copies 48p

Printing onto coloured paper (80gsm)	
A4	+2p per sheet

Printing onto card (160gsm)	
A4	+5p per sheet

Large Format Printing	
A0 Posters	£25.00*
A1 Posters	£15.00
A2 Posters	£10.00

Comb Binding/Slide Binding/Wire Binding	
Small (up to 125 sheets)	
3 day service	£4.50
24hr service	£6.75
same day service	£9.00

Medium (up to 250 sheets)	
3 day service	£5.00
24hr service	£7.50
same day service	£10.00

large (up to 400 sheets)	
3 day service	£5.50
24hr service	£8.25
same day service	£11.00

Thermal Binding	
Small (up to 125 sheets)	
3 day service	£4.00
24hr service	£6.00
same day service	£8.00

Medium (up to 250 sheets)	
3 day service	£4.50
24hr service	£6.75
same day service	£9.00

large (up to 400 sheets)	
3 day service	£5.00
24hr service	£7.50
same day service	£10.00

Laminating	
A0	£10.00*
A1	£5.00
A2	£3.50
A3	£1.60
A4	80p

Please allow 48hrs notice\*  
Collect from the Print Unit or free delivery to Ambleside, Fusehill Street, and Brampton Road receptions, on Mondays Wednesdays and Fridays via our internal courier service, postage and packaging for all other delivery addresses will be charged extra.