



REGIS UNIVERSITY

REGIS PRICING

Regis PRINTING PRICES

Using a Regis Budget Number

BLACK AND WHITE PRINTING

8.5x11 Text	Single Sided	Double Sided
20# White & Pastel Paper	\$0.05	\$0.08
28# White Paper	\$0.07	\$0.10
60# Astro-Bright Paper	\$0.07	\$0.10
100# White Gloss Paper	\$0.07	\$0.10

8.5x11 Cover	Single Sided	Double Sided
65# Pastel Paper	\$0.07	\$0.10
60# Astro-Bright Paper	\$0.09	\$0.12
100# White Matte Paper	\$0.10	\$0.13
100# White Gloss Paper	\$0.09	\$0.12

8.5x14 Text	Single Sided	Double Sided
20# White & Pastel Paper	\$0.08	\$0.11
28# White Paper	\$0.08	\$0.11

11x17 Text	Single Sided	Double Sided
20# White & Pastel Paper	\$0.08	\$0.11
28# White Paper	\$0.08	\$0.11
60# Astro-Bright Paper	\$0.09	\$0.12
100# White Gloss Paper	\$0.10	\$0.13

11x17 Cover	Single Sided	Double Sided
100# White Matte Paper	\$0.15	\$0.18
100# White Gloss Paper	\$0.13	\$0.16

12x18 Text	Single Sided	Double Sided
28# White Paper	\$0.12	\$0.15
100# White Gloss Paper	\$0.15	\$0.18

12x18 Cover	Single Sided	Double Sided
100# White Matte Paper	\$0.19	\$0.22
80# White Gloss Paper	\$0.18	\$0.21

8.5x11 NCR Paper	Single Sided
2 Part Paper	\$0.21
3 Part Paper	\$0.30
4 Part Paper	\$0.39

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COLOR PRINTING

8.5x11 Text	Single Sided	Double Sided
28# White Paper	\$0.21	\$0.32
100# White Gloss Paper	\$0.21	\$0.32

8.5x11 Cover	Single Sided	Double Sided
100# White Matte Paper	\$0.24	\$0.35
100# White Gloss Paper	\$0.23	\$0.34

8.5x14/ 11x17 Text	Single Sided	Double Sided
28# White Paper	\$0.26	\$0.37
100# White Gloss Paper	\$0.28	\$0.39

11x17 Cover	Single Sided	Double Sided
100# White Matte Paper	\$0.33	\$0.44
100# White Gloss Paper	\$0.31	\$0.42

12x18 Text	Single Sided	Double Sided
28# White Paper	\$0.30	\$0.38
100# White Gloss Paper	\$0.29	\$0.41

12x18 Cover	Single Sided	Double Sided
100# White Matte Paper	\$0.34	\$0.45
80# White Gloss Paper	\$0.33	\$0.44

FINISHING OPTIONS

8.5x11 Lamination	\$0.50 per page
11x17 Lamination	\$0.50 per page
Folding	\$0.01 per page
Stapling	\$0.01 per staple
Score & Fold	\$0.21 per page
Inserting	\$0.02 per page
Padding	\$0.25 per pad
Cutting	\$1.00 per cut
Coil Binding w/ covers	\$1.25 each
Coil Binding no covers	\$1.15 each
Booklet	\$0.07 each

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OVERSIZE PRINTING

White Matte Paper	\$5.00 per square foot
White Gloss Paper	\$6.00 per square foot
White Vinyl/ Canvas	\$7.00 per square foot

Popular Sizes:	Matte	Gloss	Vinyl /Canvas
18"x24"	\$15.00	\$18.00	\$21.00
24"x36"	\$30.00	\$36.00	\$42.00
36"x48"	\$60.00	\$72.00	\$84.00

OVERSIZE FINISHING

Lamination (3 mil)	\$3.00 per square foot
Lamination (5 mil)	\$4.00 per square foot
Foam Core Mounting	\$5.00 per square foot

OTHER SERVICE OPTIONS

Local Faxing	No Charge
Long Distance Faxing	\$1.00 first page \$0.50 additional pages
Scanning Jobs	\$1.00 per page
Tabs (5 per set)	\$0.54 per tab set
Transparencies:	
Color Print	\$1.25 per page
Black & White Print	\$0.50 per page
Mailing Labels:	
Color Print	\$0.89 per page
Black & White Print	\$0.50 per page

Please allow time for ordering/production. Average production time is 24-48 hours upon order receipt. Production time may vary due to high volumes of School Events. An additional charge of \$20.00 for any RUSH jobs.

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CUSTOMER PROVIDED PAPER

	Single Sided	Double Sided
Black & White	\$0.32	\$0.48
Color	\$0.32	\$0.48

NAME TAGS AND NAME PLATES

Name Tag	Pin/Clip	\$10.00 each
Name Tag	Magnetic	\$10.30 each
Name Plate	Only	\$13.10 each
Name Plate	w/ Holder	\$21.00 each

LETTERHEAD AND STATIONERY

To order envelopes, letterhead and business cards please visit: www.regis.printdesigner.com.

TRAC JOB SUBMISSION TOOL

We are happy to have the TRAC Job Submission Tool available for print jobs. This is a web based tool, which allows Regis University Faculty and Staff to send and track print jobs. Please visit: regisuniversity.ricohtrac.com.

MAILING SERVICES

RICOH at Regis provides options for your shipping needs. We use the following services:

- **USPS**
- **FedEx**
- **UPS** (ship only with a prepaid label)

We do offer some small mailing supplies such as: Envelopes, Padded Envelopes and 1st Class USPS Stamps. Please ask for pricing.

Special Projects & Info.

SPECIAL PROJECTS

This brochure is to serve as a cost guide. Please make sure to request a proper quote for any special projects.

DIFFERENCE BETWEEN FULL & NO BLEED

No Bleed - There will be a 1/4" white boarder around the finish print.

Full Bleed - The document will be printed on larger paper then cut to the finished size. This way the print will be to the edge of the finished print. Please note that this option includes cutting costs added to the print cost.

FULL BLEED vs. NO BLEED

Full Bleed

No Bleed

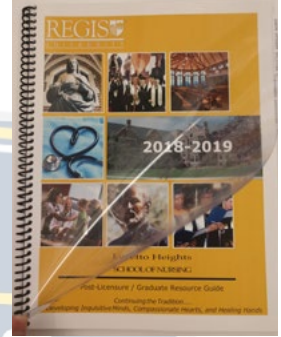
Printing Ideas for Teachers

Below are some Course Book and Packet Ideas

Coil Bind Books with Covers

Printed Double Sided on 28# Paper
50 Original Pages

	Color	B/W
10 Books	\$92.50	\$37.50
20 Books	\$185.00	\$75.00
50 Books	\$462.50	\$187.50
100 Books	\$925.00	\$375.00



Coil Bind Books without Covers

Printed Double Sided on 28# Paper
50 Original Pages

	Color	B/W
10 Books	\$91.50	\$36.50
20 Books	\$183.00	\$73.00
50 Books	\$457.50	\$182.50
100 Books	\$915.00	\$365.00



Printed Packets - Stapled

Printed Double Sided on 28# Paper
20 Original Pages

	Color	B/W
10 Packets	\$64.10	\$20.10
20 Packets	\$128.20	\$40.20
50 Packets	\$320.50	\$100.50
100 Packets	\$641.00	\$201.00



Auxiliary Services

Ricoh at Regis University is proud to work with the Auxiliary Services team to offer a high quality collection of services and assistance at the University.

Helpful Fresh
Clarke Cafe **Print & Mail Services**
Office of Parking & Transportation Main Cafe
Responsive **Dining Services** Mission Claver Cafe
Catering Service **Risk Management** Local
Auxiliary & Business Services
Vending Efficiency Book & Bean **Classroom Management**
Bookstore Services RU Swag Friendly **Spirit** Excellence
Vibrant **Events & Conference Services**
Read, Feed, Print and Park

RICOH

IN PARTNERSHIP WITH



Print and Mail Center
Hours of Operation: Mon-Fri from 8:00AM-5:00PM
Phone: 303-458-4380
Email: cpc@regis.edu

Pricing Effective 07/05/18 (subject to change without notice)