



## **COPY, PRINTING AND BINDERY**

The Print Center at Sylvania provides high quality black/white and color digital printing and copying, wide format (poster) printing, graphic design, signs, press printing and bindery.

## **STANDARD PAPERS**

In addition to white, we stock six colors of 20# bond and heavier index papers. Other paper varieties can be special ordered. Ask to see our paper samples.

## **BUSINESS CARDS**

Order your PCC business cards through the Print Center. For information call 503-977-4347.

## **JOB SUBMISSION**

Just walk in to **SY CC 115**, leave your jobs at our convenient Print Center locations at each campus, or send online (below).

**Information:** 503-977-4670

**Estimates:** 503-977-4818

**FAX:** 503-977-4900

**Internet:** <http://www.pcc.edu/resources/print-center/>

## **PICKUP AND DELIVERY**

We have a daily pickup and delivery to most PCC campuses and centers (CAPITAL and METRO upon request) Shipping to other agencies can be arranged at time of order. Print Center rooms listed below:

<b>Campus/Center</b>	<b>Time</b>	<b>Print Center Room</b>
Sylvania	8:00am	CC 115
Cascade	8:30am	SC Information Booth
Southeast	9:00am	MTH 121
Central	9:30am	CP 112
Rock Creek	10:30am	3/116
CAPITAL	upon request	Cap 1501
METRO	upon request	Bldg. 1



## **NON-COLLEGE WORK**

All our services are available for students, staff and outside organizations.

## **MONEY-SAVING TIPS**

Proofread, edit and spell check your files or hard-copy before you bring in your job. Changes we have to make to your materials for production may incur additional expense. Fill out job request forms accurately and completely. Incomplete job forms often result in mistakes and may cost you money.



# Print Center Price Guide

## SELF SERVICE COPY

Black on White, 20# paper, letter size	
Student, from Coin-Op	10
Student, from Print Center	08
Staff convenience copiers	05

## BLACK & WHITE COPY

Each side	04
(includes: white bond, punching & stapling)	
Transparencies, each	25
Hand placement, per page	10
Erase black edges, per page	10
Copy clean up, per page	10
Tabs ea.	15

**PRICES REDUCED!**

## COLOR COPIES

<i>1 copy to 9 copies</i>	
Letter	50
Legal, Ledger	75
Transparencies	1.00
<i>10 copies to 99 copies</i>	
Letter	40
Legal, Ledger	60
<i>100 copies to 199 copies</i>	
Letter	30
Legal, Ledger	45
<i>200 copies and over</i>	
Letter	20
Legal, Ledger	30

## FULL SERVICE PRESS

All press jobs are quoted; please call for estimate: 503-977-4818

## PCC BUSINESS CARDS

250 cards: \$30/500 cards: \$40/1,000 cards: \$60

**Questions? call 503-977-4670**

**Pick up your FREE year-at-a-glance CALENDAR at Print Center Rooms**

## BINDERY

Comb/Coil Bind per book (sm/lg)	\$1.25/\$2.00
Tape bind per book (machine/hand)	75/\$1.25
Padding per sheet	.025
Folding per sheet (plus setup)	.01
Trimming per cut	.025
Drill per sheet	.005
Stapling (off-line) top left per staple	.01
Stapling (off-line) saddle per book	.15
Certificate Blanks	.12
Label per sheet	.26
Bindery labor	\$.35 hour

## GRAPHIC DESIGN

Graphic Design	\$.50 hour
Services based on hourly rate:	
Scanning text to file, Scanning art to file, PDF conversions, CD burning etc.	

## Wide Format Poster Printing

**NEW!**

Up to 36" wide, heavyweight, matte-coated paper	\$2.50 sq/ft
Mounted on board	+\$2.50 sq/ft

## Fax

Local	\$1.00/page
<i>(additional pages 50¢)</i>	
Long Distance	\$1.50/page
<i>(additional pages 50¢)</i>	
Faxes Received	.10/page

## Carbonless Forms (small quantity)

2 - part	.25/set
3 - part	.30/set
<i>(large quantities, please call for estimate)</i>	

**We supply white paper** for staff and student copiers as part of our service. Paper may also be purchased for department use. Please call for pricing.

## Specialty Paper

Butcher Paper, 3' width	
White, per linear foot	.25
Color, per linear foot	.30

## Laminating

you do it / we do it	
25" width, per foot	\$1.00 .. \$1.50*
(*includes trimming)	