



Print Center



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 971-722-4347.

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:** 971-722-4670
- Estimates:** 971-722-4818
- FAX:** 971-722-4900
- Internet:** www.pcc.edu/print

PICKUP AND DELIVERY

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

Campus/Center	Time	Print Center Room
Sylvania	8:00am	CC 115
Cascade	8:30am	SC Information Booth
Southeast	9:00am	MTH 121
CLIMB	9:30am	112
Rock Creek	10:30am	3/116
Willow Creek	upon request	Receptionist Desk
METRO	upon request	Bldg. 1
Downtown	upon request	Receptionist Desk



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 Center08
Staff convenience copiers05

BLACK & WHITE COPY

Each side04
(includes: white bond, punching & stapling)	
Transparencies, each25
Hand placement, per page10
Erase black edges, per page.10
Copy clean up, per page.10
Tabs ea.15

COLOR COPIES

1 copy to 9 copies

Letter50
Legal, Ledger75
Transparencies.	1.00

10 copies to 99 copies

Letter40
Legal, Ledger60

100 copies to 199 copies

Letter30
Legal, Ledger45

200 copies and over

Letter20
Legal, Ledger30

FULL SERVICE PRESS

All press jobs are quoted; please call for estimate:
971-722-4818

PCC BUSINESS CARDS

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

Questions? call 971-722-4670

**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.	\$1.25
Padding per sheet025
Folding per sheet (plus setup)01
Trimming per cut025
Drill per sheet.005
Stapling (off-line) top left per staple01
Stapling (off-line) saddle per book.15
Certificate Blanks12
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

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

Fax

Local	\$1.00/page
(additional pages 50¢)	
Long Distance	\$1.50/page
(additional pages 50¢)	
Faxes Received10/page

Carbonless Forms (small quantity)

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

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 foot25
Color, per linear foot30

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