

Prices Effective For Printing Services

JULY 1, 2015

Business Cards, Letterhead, Envelopes

ASU Business Cards:

250 - \$62	500 - \$70	1,000 - \$80
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ASU Letterhead:

500 - \$99	1,000 - \$130	2,000 - \$210
2,500 - \$222	5,000 - \$395	10,000 - \$545

ASU Departmental #10 Envelopes:

500 - \$106	1,000 - \$139	2,000 - \$222
2,500 - \$255	5,000 - \$415	10,000 - \$580

ASU Departmental #10 Window Envelopes:

500 - \$112	1,000 - \$158	2,000 - \$225
2,500 - \$275	5,000 - \$460	10,000 - \$745

#9 Business Reply Envelopes (black ink):

500 - \$98	1,000 - \$112	2,000 - \$165
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9.5x12.5 or 10x13 Kraft Departmental Envelopes, black ink:

250 - \$110	500 - \$160	1,000 - \$225
2,000 - \$340	2,500 - \$365	5,000 - \$600

10x13 Interdepartmental Kraft Envelopes 35¢ each

#10 Interdepartmental Envelopes \$30 per 500

NCR Precollated Forms, 8.5x11 (black ink):

Sets	2 Part	3 Part	4 Part
250	\$120	\$145	\$170
500	\$150	\$180	\$225
1,000	\$199	\$240	\$335

Name Badges, Notecards, Message Pads

ASU Name Badges, to fit badge holders or peel 'n stick,

8 badges per 8.5x11 sheet, suitable for desktop

printers, with red & black ASU logo ..\$1.50/sheet, \$75 box of 100

Generic ASU Note Cards, Thank You Cards or Sympathy Cards

w/Matching Envelopes (20 per pack)\$8

Color Coil & GBC Comb Binding

Binding: Color Coil or GBC Comb bound books, reports:

(punching and assembly only)

1/8" - 1/4" thick, ea\$1.50

3/8" - 1/2" thick, ea\$2.00

5/8" - 1" thick, ea\$2.30

1"+ thick, ea\$3.00

Plastic Binders (3/16", 1/4", 3/8")18¢ each

Plastic Binders (1/2", 5/8", 3/4", 7/8").....20¢ each

Plastic Binders (1", 1 1/4", 1 1/2")25¢ each

Color Posters & Prints

Wide Format Color Prints and Posters:

up to 42" x any length - photogloss paper \$6/sq. ft.

Laminating, 3 mil clear\$2/sq. ft.

Mounting on foamboard\$4/sq. ft.

Mailing Tubes (3"x48")\$3

NOTE

Hourly charge for typesetting, layout, converting files \$50.00

A fee may be charged for work completed on cancelled orders.

Please contact us for estimates on any graphic communications project, or for any information you need for a project

A-State PRINTING SERVICES

P.O. Box 1930

State University, AR 72467

(Rm. 161, College of Media & Communication)

Phone: 870-972-2072

Fax: 870-972-3328



Price Lists & Ordering Information

2015-2016



ARKANSAS STATE
UNIVERSITY

Printing Services



Our mission is to support the goals of the university community through economical and timely production of quality graphic materials.

Printing Services Ordering Information

Printing Services has been serving the ASU campus for over 60 years. We have the capabilities to produce stunning full color brochures, covers, posters, and booklets. Our services also include the printing of forms, stationery and business cards for ASU faculty, staff and departments.

For the Printing Services ordering procedures and policies, please refer to the Faculty Handbook.

Orders for ASU departments must be accompanied by an approved purchase order. Other customers and satellite campuses should send a completed purchase order.

All we need is your document file(s), the job specifications, and copy of your purchase order. You **MUST** fax a copy of your purchase order (or requisition number) to 972-3328 **BEFORE or AS** you order to begin the printing process. We **CANNOT** start a printing job without a requisition number or completed purchase order. We ask that you include a sample with your order if at all possible. It also may be faxed to 972-3328. For repeat orders and stationery items and forms, this will ensure accuracy in production.

Most job printing orders (forms, letterhead, envelopes, etc.) are usually completed within 7 to 12 working days from receipt of order. Completion time for more complex orders (booklets, brochures, full color covers, etc.) should be set by Printing Services and the customer. However, we are ready to work with you on deadlines for any project. We encourage customers to plan large or complex publications as far ahead as possible to ensure meeting deadlines.

For our main campus customers, we will deliver your finished items. For state agencies and other off campus customers we will ship your materials to you overnight via UPS. For extremely large orders, a common carrier may be used for shipping. After your order is shipped we will e-mail an invoice to you.

Guidelines

The guidelines we must follow for printing orders:

- Publications such as newsletters, brochures and booklets usually require approval from the Office of Publications and Creative Services. This office routinely designs and specifies official university printed materials at no cost to the customer. We encourage customers to plan large or complex publications as far ahead as possible to ensure meeting deadlines. Please feel free to contact us for advice or information on any printing project. **ASU has established specific graphic standards for all printed materials. Please contact Creative Services to ensure a particular print project meets the ASU graphic standards.**
- ASU stationery and business cards have an approved standard format. Any deviations from the standard must have approval from the Director of Publications and Creative Services.
- Interdepartmental mail envelopes are preprinted and cannot have a specific department or office name.
- Printing Services utilizes a computer-to-plate imager and many PC created documents do not transfer easily to our system. Please contact our office for more information on how to prepare and send PC documents to Printing Services. Documents created on a PC, then converted to a PDF file may bridge the PC to Mac gap. We have information available on how to convert PC documents to PDF.
- The exception is wide format prints and posters produced on our 42" poster printer. We frequently produce posters from PC documents.
- Proofs are furnished on all printing orders. Stationery and business card proofs are usually faxed to our customers for approval. Single color or full color proofs are furnished for publication work. It is very important for customers to read and examine all proofs very carefully. Printing Services cannot be responsible for errors or corrections not marked on a proof. A signature indicating the proof is "OK" or "OK with corrections" is required. **Customer alterations/changes made on proofs WILL incur extra charges.** Customers are strongly encouraged to return proofs as quickly as possible for production scheduling.

List of Capabilities and Services

- ✎ Full color printing for brochures, pamphlets, booklets, postcards and posters up to 20" x 28" produced on four-color press.
- ✎ Full color posters, in small quantities, up to 42" x any length produced on wide format poster printer. Laminating and foamboard mounting are available.
- ✎ Single color books, pamphlets, brochures and posters up to 20" x 28" produced on a single-color press.
- ✎ Small offset printing for stationery, business cards, invitations, forms, envelopes, postcards and flyers up to 12" x 18".
- ✎ One or more colors of ink offered for most any production. Standard ASU ink colors are black and red #186. We can match most any ink color.
- ✎ A wide variety of paper choices available from basic bond to gloss coated cover. Paper choices not in stock can be ordered from several sources.
- ✎ Choices of booklet binding available including saddle stitching, comb (GBC) binding, and color coil binding.
- ✎ Perforating and numbering of forms, tickets, and die cutting of door hangers.
- ✎ Black and white and color copies available.
- ✎ 2, 3, 4, and 5 part carbonless (NCR) forms produced. Precollated carbonless stock available for faster production (up to 4 part).
- ✎ We can convert business forms to PDF and add text blanks so the form can be filled out on a computer.

Call for **FREE** estimates on any publication work.

870-972-2072

<http://comm.astate.edu/ASUPS/index.html>