



**PRINTING
SERVICES**



EXTERNAL PRICE GUIDE NOVEMBER 2011

Guidance for non-university
customers and University of
Edinburgh students

PRINTING SERVICES (CENTRAL OFFICE)

13 Infirmary Street
Edinburgh
EH1 1LT

Pre-Press, Outputs direct from disc, Printing and Binding,
Colour Printing, High Volume Digital Black & White Copying.
Print Buying and Special Products.

KB COPY CENTRE

RM 2300
JCMB
The King's Buildings
West Mains Road
Edinburgh
EH9 3JZ

**A0 (+ larger) poster + CAD printing and laminating
High Volume Colour and mono Digital Printing/Copying,
Self Service Copying, Binding & Finishing, Student Services.**

DHT COPY CENTRE

David Hume Tower
Basement next to EUSA Shop
George Square
Edinburgh
EH8 9JX

**High Volume Colour and mono Digital Printing/Copying,
Self Service Copying, Binding & Finishing, Student Services.**

Self Service Colour and B&W Copying, High Volume B&W Copying,
Binding & Finishing, Student Resource Centre (for copyright free documents)



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DIGITAL PRINT & COPYING

EXTERNAL

STAFF OPERATED BLACK & WHITE

Prices below include 80gsm White Paper for Mono and 100gsm for Colour

TOTAL Number of copies (from same original file)
FIRST THEN

A4	1-500 = 5p	501 - 1,000 = 4P
(If digitally output or Hardcopy supplied ready to Autofeed)		1,001 - 5K = 3P
		5K + = POA

Prices for A3 - as above x 2

Extra Large Volume charges are negotiable please request a quote

STAFF OPERATED COLOUR COPYING FOR HIGH QUALITY DIGITAL OUTPUTS

Leaflets, Posters, Brochures etc. on to 100gsm silk

TOTAL Number of copies (from same original file)
FIRST THEN

	1 - 100	101-300	301 - 500
A4 (per copy)	40p	35p	30p
A3 (per copy)	70p	62p	50p

SELF SERVICE COPIERS

4p per copy (mono)

35p per copy (colour)

EXTRAS

Where Pre-press work is required, at our copy centres, will be charged at £37 per hour

Additional cost will apply for various paper options

FOR OTHER ANCILLARY FINISHING PLEASE SEE FINISHING SECTION PAGE 6

A0+ LARGE FORMAT PRINTING EXTERNAL

AT KB COPY CENTRE

GRAPHICS

	Print only	Print & Laminate	Laminate Only	Run on, per m
A0 Paper A Matt Coated 180gsm	£18.00	£39.00	£22.50	£16.00
A0 Paper B High Gloss 240gsm fast dry	£23.50	£45.00	£22.50	£22.00
A0 Paper C Satin 200gsm fast dry	£29.00	£52.00	£22.50	£27.00
A1 Paper A	£12.00	£28.00	£16.00	N/A
A1 Paper B	£18.00	£36.00	£16.00	N/A
A1 Paper C	£23.50	£42.00	£16.00	N/A
A2 Paper A	£9.50	£23.00	£14.00	N/A
A2 Paper B	£14.00	£26.00	£14.00	N/A
A2 Paper C	£18.00	£29.00	£14.00	N/A

EXHIBITION

BASIC (DTEC) roll up	£95.00	N/A	N/A	POA
ECONOMY (DTEC) roll up	£118.00	N/A	N/A	POA
DELUXE (DTEC) roll up	£147.00	N/A	N/A	POA
Super Deluxe BARRACUDA 800mm POP UP STAND 2.2m high and standard film	£245.00	N/A	N/A	POA
Standard Film ONLY FOR POP UPS <i>without stand</i> (same size as barracuda)	£53.00	N/A	N/A	POA
EXTERNAL ART CANVAS (914mm wide)				
Price per metre (minimum)	£41.00	N/A	N/A	£39.00
SELF ADHESIVE (914mm wide)	£34.00			£23.00

CAD Drawings

CAD drawings A0	£12.00	N/A	N/A	N/A
CAD drawings A1	£10.00	N/A	N/A	N/A
CAD drawings A2	£9.50	N/A	N/A	N/A

DESIGN & PRE-PRESS EXTERNAL

Design, Typesetting, Pre-Press, Proofing

Please contact us direct

TYPESSETTING/PRE-PRESS WORK/ARTWORKING

Minimum Charge	£10.00
Hourly Rate	£38.00

DESIGN RATES are different from the above and are dependent on Individual Projects. Our hourly Design Rate is currently £48.00 per hour

Note:

Please speak to our Pre-Press section about formatting your file for outputting. This will help save time, cost and avoid errors.

UNIVERSITY STATIONERY

EXTERNAL

(For Units not holding Cost Centres etc)

UNIVERSITY LETTERHEADS

Standard 2-colour A4

First 500	First 1000	Run on per 1000
£68.00	£84.50	£38.00

UNIVERSITY COMPLIMENT SLIPS

Standard 2-colour 1/3 A4

First 250	First 500	Run on per 500
£57.00	£61.50	£15.00

UNIVERSITY BUSINESS CARDS

Standard 2-colour

First 200	First 300	First 500
£56.00	£59.00	£69.00

BADGE CARDS

2 colour logo, 8 Badge Cards on an A4 sheet for running through desktop printers or copiers. Trim marks for cutting afterwards.

50 sheets A4 £40.00

Many other items such as NCR sets and Folders are available. Alternative styles will be charged according to additional work required. Prices on application.

Note:

Run on cost is the cost of additional copies at time of initial order. Run on costs are not re-order costs.

FINISHING EXTERNAL

BOOKLET MAKER

7p per book from Copy Centres

LAMINATING

A3 & A4*
£2.50

A0*
See A0 Price List on Page 3

WIRE BINDING*

Without Acetates

* Infirmary Street & KB only

Quantity	Small wires (sizes 3-9)	Large wires (sizes 10-20)
1-10	£1.92	£3.05
11-50	£1.83	£2.74
51-100	£1.65	£2.46
100+	£1.45	£2.17
large volumes	£POA	£POA

Above prices are for A4

Please add 11p for Acetate if required

For large volumes please ask for a "large volume estimate"
by email: printing@ed.ac.uk

FINISHING EXTERNAL

SOFTBACK THESIS BINDING, DISSERTATION BINDING

KB & DHT only

Fastback (fast turnaround)

£4.50

Wire 'O'

£4.50

Add 11p per Acetate cover to above, if required

PERFECT BINDING

Guide price (allow for approx. £1.20 per book)

50 books = £71

100 books = £128

150 books = £184

for more information or help please contact KB Copy Centre

Note:

There is a wide selection of binding options, too many to list. Please call for alternatives and costs.

Other work not listed and handwork will be calculated at **£32.00** per hour. Machine work **£36.00** per hour.

Minimum charge is **£5.00**

- CUTTING CHARGES BASED ON TIME TAKEN @ **£36.00** per hour
- Minimum charge is **£5.00**

Services offered in brief:

Drilling, Mailing, Scoring, Perforating, Laminating, Folding, Wrapping, Collating, Padding, Numbering etc.

ENVELOPE INSERTING AND PERSONALISATION

Price on Application

FINISHING EXTERNAL

LITHO PRINTING, SCANNING AND SPECIALS

At our Infirmary Street site we are fully equipped to produce quality print from your disc or via the network. We have a full compliment of Pre-Press, Litho Printing, Digital and Analogue Colour and Mono copiers and Finishing equipment to enable us to meet your needs. As there are so many variables in printing and binding, we cannot list them all in this guide. We would be pleased to give you a written quotation for your individual specifications.

You can send your Estimate details via the form at our web site: www.ed.ac.uk/printing or e-mail printing@ed.ac.uk
You can post the details of your requirements to Printing Services, 13 Infirmary Street, Edinburgh EH1 1LT.

KB & DHT now offer a full self service facility.

SCANNING

Please contact stuart.maclean@ed.ac.uk for document scanning.

HOW TO ORDER (EXTERNAL University Departments)

If you require Invoices please request a customer account.
All orders from external sources other than University departments must be on either an official order form or a requested headed paper.
All details should be completed and a description of the job with a preferred delivery date. Please also include a sample marked up with your alterations.
If you wish to send in a job on a disc, or via the Intranet please contact our Pre-Press section for guidance.
For more information about ordering please visit our web site at www.ed.ac.uk/printing or see contacts.

All payments must be by cheque or cash on Collection. If you wish to be invoiced you will need to set up an account prior to ordering work and you will receive an account number.

CONTACTS

For a full list of contacts please see our web site www.ed.ac.uk/printing

Infirmery Street
DHT Copy Centre
KB Copy Centre

Tel: 0131 650 8006
Tel: 0131 650 8398
Tel: 0131 650 5001

Fax: 0131 650 2155
Fax: 0131 650 6540
Fax: 0131 650 5821