



**PRINTING  
SERVICES**



# **INTERNAL PRICE GUIDE NOVEMBER 2011**

Guidance for departments  
who are authorised to  
debit from University  
Cost Centres

## **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)

NOVEMBER 2011



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# **INTERNAL PRICE GUIDE** **NOVEMBER 2011**

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# DIGITAL PRINT & COPYING

## INTERNAL

### 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

	FIRST	THEN
A4 (If digitally output or Hardcopy supplied ready to Autofeed)	1-5,000 = 3.5p	5K-10K = 3p 10K-20k = 2.5p 20k+ = 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)	35p	28p	22p
A3 (per copy)	60p	50p	30p

**SELF SERVICE COPIERS 3p per copy (mono)  
30p per copy (colour)**

### EXTRAS

Where Pre-press work is required, at our copy centres, this will be charged at £34 per hour

Additional cost will apply for various paper options

FOR OTHER ANCILLARY FINISHING PLEASE SEE FINISHING SECTION PAGE 7  
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# A0+ LARGE FORMAT PRINTING

## INTERNAL

### 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
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#### Standard Film ONLY FOR

#### POP UPS without stand

(same size as barracuda)	£53.00	N/A	N/A	POA
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#### EXTERNAL ART CANVAS

#### (914mm wide)

Price per metre (minimum)	£41.00	N/A	N/A	£39.00
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#### SELF ADHESIVE

#### (914mm wide)

£34.00				£23.00
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#### 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 INTERNAL

**Design, Typesetting, Pre-Press and Proofing**

Please contact us direct

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## TYPESSETTING/PRE-PRESS WORK/ARTWORKING

Minimum Charge	£10.00
Hourly Rate	£36.00

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**DESIGN RATES** are different from the above and are dependent on Individual Projects. Our hourly Design Rate is currently £45.00 per hour

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**Note:**

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

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# UNIVERSITY STATIONERY

## INTERNAL

### UNIVERSITY LETTERHEADS

Standard 2-colour A4

	First 500	First 1000	Run on per 1000
PSO (online)	£53.00	£60.00	£34.00
Manual/eIT	£62.50	£75.00	£34.00

### UNIVERSITY COMPLIMENT SLIPS

Standard 2-colour 1/3 A4

	First 250	First 500	Run on per 500
PSO (online)	£47.00	£49.00	£14.00
Manual/eIT	£55.00	£56.00	£14.00

### UNIVERSITY BUSINESS CARDS

Standard 2-colour

	First 200	First 300	First 500
PSO (online)	£37.50	£40.50	£47.50
Manual/eIT	£48.50	£51.50	£59.50

### SPECIAL RATE STATIONERY FOR PRE-AGREED ADDITIONAL COLOUR LOGOS

These rates below can be used if you have determined specification for running extra logos on pre-printed stationery which we can then overprint in single colour: Examples Informatics, Roslin etc.

L/HDS	First 500	First 1000	Run on per 1000
PSO (online)	£59.00	£66.00	£37.00
Manual/eIT	£70.00	£84.50	£37.00

C/SLIPS	First 250	First 500	Run on per 500
PSO (online)	£50.90	£53.00	£14.00
Manual/eIT	£60.00	£61.00	£14.00

B/CARDS	First 200	First 300
PSO (online)	£43.50	£48.00
Manual/eIT	£55.00	£61.00

if you are ordering multiples on same generic stock on same order, we will provide you with a discounted price which be estimated for you.

# UNIVERSITY STATIONERY

## INTERNAL

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### 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 £36.00

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### MEMO PAPER

Single colour (blue only) A4 memo paper-£15.50 per ream (500 sheets)

Single colour (blue only) 1/3 A4 memo paper-£10.00 per ream (500 sheets)

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.

\*PSO Prices are orders raised on Printing Services On-Line

# FINISHING INTERNAL

## BOOKLET MAKER

7p per book from Copy Centres

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## LAMINATING

A3 & A4  
£1.80

A0  
See A0 Price List on page 3

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## WIRE BINDING\*

Without Acetates

\* Infirmary Street & KB only

Quantity	Small wires (Sizes 3-9)	Large wires (Sizes 10-20)
1-10	£1.60	£2.53
11-50	£1.52	£2.28
51-100	£1.37	£2.05
101+	£1.24	£1.85
large volumes	£POA	£POA

Above prices are for A4

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Please add 12p for Acetate if required

For large volumes please ask for a "large volume estimate"  
by email: [printing@ed.ac.uk](mailto:printing@ed.ac.uk)

# FINISHING INTERNAL

## FASTBACK BINDING without acetates

### KB & DHT only

Quantities	Per book
1-10	£2.10
11-50	£1.84
51+	£1.57

Add 10p per Acetate cover to above, if required

## SOFTBACK THESIS BINDING, DISSERTATION BINDING

### KB & DHT only

Fastback (fast turnaround)	Wire 'O'
<b>£4.20</b>	<b>£4.20</b>

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Guide price (allow for approx £1.20/book)

## PERFECT BINDING

50 books = £70.87
100 books = £129.00
150 books = £184.00

for more information or help please contact KB Copy Centre

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### 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 **£29.00** per hour. Machine work **£33.00** per hour.

Minimum charge is **£5.00**

- CUTTING CHARGES BASED ON TIME TAKEN @ **£33.00** per hour
- Minimum charge is **£5.00**

### Services offered in brief:

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

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## ENVELOPE INSERTING AND PERSONALISATION

£POA

# INFORMATION **INTERNAL**

## LITHO PRINTING 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 Colour and Mono copiers/printers 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 and discuss any projects you have in mind, advise and guide you through.

You can send your Estimate details via the form at our web site: [www.ed.ac.uk/printing](http://www.ed.ac.uk/printing) or e-mail [printing@ed.ac.uk](mailto: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.mclean@ed.ac.uk](mailto:stuart.mclean@ed.ac.uk) for document scanning.

## HOW TO ORDER (INTERNAL University Departments)

### Online

All orders from internal University departments must be on a eIT's or PSO. All details including cost centre and account codes should be completed and a description of the job with a preferred delivery date.

[www.ed.ac.uk/printing](http://www.ed.ac.uk/printing) or see contacts.

### PSO (Printing Services On-Line)

PSO is linked to the EIT's finance system. You can upload files with EIT orders, distill files to PDF, order from an Archive list and create your own printed stationery orders.

# CONTACTS

For a full list of contacts please see our web site [www.ed.ac.uk/printing](http://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 6540**

**Fax: 0131 650 5821**