

# DOCUMENT PRINTING



Our document printing services and prices are for the printing of:

## BUSINESS DOCUMENTS

Company Reports  
Sales Presentations  
Newsletters & Brochures  
Technical Manuals & Handbooks  
Cvs & Letters

## ACADEMIC WORK

Dissertations & Thesis  
Portfolios  
E-books  
Booklets & Pamphlets  
Powerpoint Slides & Handouts

## What Do I Do Next?

**Send us your files via our website:** Visit our website [www.thecopyandprintshop.com](http://www.thecopyandprintshop.com) and click on the link.

**Send Us your files direct using a downloadable desktop driver:** Visit our website [www.thecopyandprintshop.com](http://www.thecopyandprintshop.com) and click on the link.

**Send us Your files Via Your Email:** Email your files to [copyandprint@hotmail.com](mailto:copyandprint@hotmail.com). Remember to include your name, contact telephone number and instructions.

**Visit Us in Store:** Bring your file on a USB, CD or upload your file from the internet using one of our PCs in store.

## File Types?

We can print from PC files such as \*.doc, \*.docx, \*.ppt but **PDF is the preferred format**.  
MAC users must supply their files in PDF format.



## Costs?

### STEP 1 : ACCESSING YOUR FILES:

- 1) Use a PC in store to access your file from USB, CD or internet ..... **£1.50**
- 2) Files sent direct to us by email or downloaded by us for printing ..... **£1.50 + 50p per file**

### STEP 2: PRINTING:

#### Pages with BLACK TEXT ONLY

	<u>Cost per page printed</u>		
	<b>A4 (80gsm)</b>	<b>A3 (90gsm)</b>	<b>A5 (90gsm)</b>
1-9 pages	10p each	20p each	5p each
10-49 pages	8p "	16p "	5p "
50-99 pages	7p "	14p "	4p "
100-199 pages	6p "	12p "	4p "
200-499 pages	5p "	10p "	3p "
500+pages	4p "	8p "	3p "

#### Pages with COLOUR or GRAYSCALE images

	<u>Cost per page printed</u>		
	<b>A4 (80gsm)</b>	<b>A3 (90gsm)</b>	<b>A5 (90gsm)</b>
1-9 pages	50p each	£1.00 each	30p each
10-49 pages	40p "	80p "	25p "
50-99 pages	35p "	70p "	20p "
100-199 pages	30p "	60p "	18p "
200-499 pages	25p "	50p "	15p "
500+pages	20p "	40p "	13p " contd/

# DOCUMENT FINISHING

<b>Stapling:</b>	Self-service	Free
<b>Auto-Stapling:</b>	Copier machines or by staff	5p per staple
	<i>Staple position options = 1x stapled in top/bottom left corner (straight or slanted), 2x staples on the left side about 4mm from the edge</i>	
<b>Booklet-making:</b>	Finished size A4 or A5 2x staples on spine, folded in half	
	< 100 booklets	20p each
	> 100 booklets	15p each
<b>Auto-hole punching:</b>	2 hole or 4 hole punching (on machines)	0.5p per page
<b>Guillotining (or trimming):</b>	(A3 to A4, A4 to A5 , A5 to A6)	Set up £1.50 + 50p per cut (Guillotine cut capacity = 200xsheets of 80gsm)
<b>Auto-folding:</b>	(A3 to A4, A4 to A5, A4 to 1/3A4)	Set up cost £1.50 + 10p per fold
<b>Auto-creasing:</b>	(A3 to A4, A4 to A5, A5 to A6)	Set up cost £1.50 + 10p per crease
<b>Document Binding:</b>	See following pages.	

# PAPER & CARD OPTIONS

## PAPER AND CARD OPTIONS:

	A5	A4	A3	A3+
90gsm paper (white)	0.5p	1p	-	-
100gsm paper (white)	1p	2p	-	-
120gsm paper (white)	2p	4p	10p	-
160gsm card (white / coloured)	3p	5p	20p	30p
200gsm silk card (white)	5p	10p	-	-
250gsm silk card (white)	10p	20p	50p	60p
Overhead projector slides	-	50p	£1	-

# DOCUMENT LAMINATING

Laminating (full encapsulation) of paper documents gives a gloss finish and extra strength, rigidity and protection. Encapsulation has a write on wipe off finish using the appropriate pen (for whiteboard use), non-permanent marker pen or chinagraph pencil, any writing can be wiped off with a damp cloth. A4 lamination also available in matt finish. Quality 250 micron thickness.

Qty	Price Each ( inc. VAT)					Credit Card
	A4	A3	A5	A6		
1-5	£1.20	£1.50	£1.00	£0.60		0.50
6-10	£1.00	£1.40	£0.90	£0.55		0.45
11-20	£0.90	£1.30	£0.80	£0.50		0.40
21-49	£0.80	£1.20	£0.70	£0.40		0.35
50-99	£0.70	£1.10	£0.60	£0.35		0.30
100+	£0.60	£1.00	£0.50	£0.30		0.28



\*On the spot document laminating available for orders of up to 5 laminates only.