

Copy & Print Center

The Ferris State Copy & Print Center is excited to be updating to a Management Information System (MIS), which will allow us to begin utilizing electronic job tickets, inventory, and account records. This means we will be able to create invoices for each department or user without rummaging around hand written job tickets. The job tickets and estimates will be saved in a database for future reference, rather than hoping someone remembers the previous job.

The next step in our advancement will be an Online Ordering System in 2018. Both systems will directly link and work together. The ordering system will allow users to preview, combine, and create documents, users will also receive updates of the order as it is processed.

We look forward to continuing to serve everyone with their printing needs.

August 2017



Copy • Print • Create

“One of Big Rapids Best Kept Secrets”

Serving the Campus and Surrounding Communities for Over Three Decades!

Open to the Public • Next to Walgreens

Multiple Binding Options:

Comb • Wire • Spiral • Perfect • Unibinding

Only Authorized Campus Stationery Printer

Business Cards • Letterhead • Envelopes

Invitations & Announcements

Wedding • Birthday • Open House • Graduation

Great Customer Service

A knowledgeable staff that gladly answers questions about your project.

Many Services Available!

Knowledge of US Postal regulations

Carbonless Forms
Tabbing for Mailing
Printed Tabbed Dividers
Delivery to Campus Mailroom
Copies While You Wait
Lamination
Folding
Padding

Prints Up to 13x19
Mail Merges/Addressing
Variable Data Printing
Multiple Copies per Sheet
Multiple Size Labels
Business Cards
Envelopes
Booklets

Choice of Paper Stocks
Campus Course Packs
Send Files via Email
Raffle Tickets
Calendars
Scanning
Inserting
Faxing

DESIGN SERVICES

QUANTITY DISCOUNTS

GREAT PRICING

Ask us about using Printer's Choice Stocks:
 discontinued stock that would make your job unique.

Need Scratch Pad Paper?
 Made from random scrap paper in random sizes

Finishing and other Services

Service	Price	Unit	Minimum	Set-up Fee
Drilling (3 Hole Punch)	Included with print	–	–	–
Cutting	Included with print	–	–	–
Folding	\$0.50	100 sheets	\$2.00	\$5.00
Padding	\$0.30	Pad	\$1.00	–
Padding (FSU)	\$0.25	Pad	\$0.75	–
Perforating	\$0.50	100 sheets	\$1.00	\$5.00
Scoring	\$0.50	100 sheets	\$1.00	\$5.00
Shrink Wrap	\$0.20	Package	–	–
Design or Labor	\$20.00	Hour	\$5.00	–
Tabbing	\$0.03	Tab	\$1.00	–
Inserting	\$0.03	Insert	\$1.00	–
additional inserts	\$0.01	Insert	–	–
Faxing	\$2.00	First page	–	–
additional pages	\$1.00	Page	–	–
Tabbed Dividers	\$1.00	Set of 5	–	Design (if applicable)
Scanning	\$0.10	Page	–	–
Binding: Comb (plastic)	\$1.00	Book	–	–
Binding: Spiral (plastic)	\$2.00	Book	–	–
Binding: Wire	\$3.00	Book	–	–
Binding: Perfect (glue)	\$3.00	Book	\$15.00	\$20.00 +Design
Cover: Clear Plastic Front Black Cardstock Back	\$0.40	Book	–	–
Lamination: 8.5x11	\$1.00	Sheet	–	–
Lamination: 11x17	\$1.50	Sheet	–	–
Lamination: 12x18	\$1.75	Sheet	–	–
Lamination: ID Card	\$0.50	Each	–	–
Numbering	\$10.00	1,000	–	–
Mail Merge (addressing)	\$10.00	500	–	–
Campus Distribution	\$10.00	Job	–	–

Business Cards

Number of Cards	Color Print One Side	Color Print Both Sides	Black Print One Side	Black Print Both Sides	Color Front Black Back
50	\$5.00	\$7.50	\$2.50	\$5.00	\$6.50
100	\$10.00	\$14.00	\$5.00	\$8.00	\$12.00
250	\$20.00	\$28.00	\$10.00	\$16.00	\$24.00
500	\$40.00	\$55.00	\$20.00	\$30.00	\$48.00
1,000	\$75.00	\$100.00	\$35.00	\$55.00	\$90.00

Price includes Glossy or Matte cardstock (please specify).
Please provide individual card for printing
(including margin and bleed area for cutting)

Letter Head

\$0.15 per sheet: Price includes watermark or smooth text.

Ferris Business Cards • Letterhead • Envelopes

Ferris Staff: please review/search Graphic Standard Guidelines on ferris.edu.

“Official Ferris business cards, letterhead and envelopes must follow a precise format and design that only the Ferris Copy and Print Center is authorized to produce.”

Simply send us your information (including the department) and we will use the correct template and send you a digital proof for review.

Policies

Pricing is based on letter size prints. Invitations or postcards are based on how many will fit on a letter size sheet. Folded books, printed on tabloid paper, are based on number of letter size pages.

Print quality PDFs are the preferred file for printing. Microsoft (Word, Publisher, etc) and other software change page layouts from one version to another; PDFs can be saved from the “save as” menu by changing the file type from the drop down list.

Please send documents as final size, we will place multiple copies onto sheet size, as necessary, for our printing and finishing processes.

Please provide a due date for your job. We work in a combination of First Come First Serve and accommodating deadlines. ASAP is not a date.

We reserve the right to apply a set-up or labor charge for design corrections or complicated requests. These may include, but are not limited to, creating margins or bleed areas, resetting multiple up prints, editing document pages (deleting or moving).

Please include printing and finishing time as part of your project planning. The Copy Center has a limited number of machines, which require maintenance, to process all work from the campus and public customers.

Envelopes



Standard Envelopes

Size	Blank	Black Print	Color Print
#6 (3.625x6.5)	\$0.05	\$0.12	\$0.15
#7 (3.75x6.75)	\$0.05	\$0.12	\$0.15
#9 (5.75x8.75)	\$0.05	\$0.12	\$0.15
#10 (4.125x9.5)			
Smooth	\$0.05	\$0.12	\$0.15
Texture	\$0.15	\$0.20	\$0.30
Window	\$0.07	\$0.12	\$0.15
Security	\$0.10	\$0.20	\$0.25
Security Window	\$0.10	\$0.20	\$0.25
Remit (3.625x6.5)	\$0.10	\$0.17	\$0.25
Double Sided		\$0.20	\$0.35

White available. Contact us for other color options.

Catalog Envelopes

Size	Blank	Black Print	Color Print
6x9	\$0.10	\$0.15	\$0.25
9x12	\$0.10	\$0.15	\$0.25
10x13	\$0.12	\$0.17	\$0.27

White available. Contact us for other color options.

Mail Merge/Addressing: \$10.00 per 500 names

Created from an Excel spreadsheet of addresses. Please ask about proper set up to avoid additional labor charges.

Envelopes



Invitation or Card Envelopes

Size	Smooth or Textured	Blank	Black Print	Color Print
4 Bar (3.625x5.125)	Smooth	\$0.10	\$0.15	\$0.25
A2	Smooth	\$0.12	\$0.17	\$0.25
(4.375x5.75)	Textured	\$0.17	\$0.22	\$0.30
A6	Smooth	\$0.12	\$0.17	\$0.25
(4.75x6.5)	Textured	\$0.17	\$0.22	\$0.30
A7	Smooth	\$0.12	\$0.17	\$0.25
(5.25x7.25)	Textured	\$0.17	\$0.22	\$0.30
A9	Smooth	\$0.15	\$0.20	\$0.28
(5.75x8.75)	Textured	\$0.20	\$0.25	\$0.32
A10	Smooth	\$0.15	\$0.20	\$0.28
(6x9.5)	Textured	\$0.20	\$0.25	\$0.32

White and Natural (cream) are available. Contact us for other color options.



Invitations & Cards

Invitations

Invitations can be single or double sided, cut from letter size stock, and fit inside invitation envelopes. A6 and A7 invites are standard sizes, two invites of either size can be cut from one sheet.

Cards

Cards also are cut from letter size stock and fit one per sheet. Scoring cardstock keeps the fold clean and will be added to the printing cost, we can also fold the cards after scoring. Please let us know if you would like envelopes with the order.

Most Cards and invites are A6 (4.5x6.25)

Most RSVP Cards are A2 (4x5.5)

Please provide individual card for printing (including margin and bleed area for cutting)



Postcards

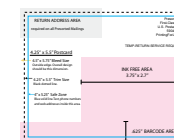
Standard First Class Size

Average postcard size: 4"x6"

Minimum: 3.5"x5"

Maximum: 4.25"x6"

Postcards are cut from letter size stock, either 2 or 4 per sheet depending on size or bleed.



With our experience, we can help meet regulation with mailing regulations.



Paper Stock	Blank Paper	Black Print FSU Department	Black Print Public Accounts Print / 25+ Copies		Color Print Single / Double	Color Print Single / Double 200 + Prints	Color Print Single / Double 500 + Prints	Color Print Single / Double 1,000 + Prints
20# White	\$0.01	\$0.04	\$0.10 / 0.05		N/A	N/A	N/A	N/A
20# Color	\$0.015	\$0.045	\$0.11 / 0.06		N/A	N/A	N/A	N/A
20# White Legal	\$0.02	\$0.08	\$0.17 / 0.11		N/A	N/A	N/A	N/A
Plain Text	\$0.02	\$0.05	\$0.11 / 0.06		\$0.33 / 0.60	\$0.27 / 0.45	\$0.22 / 0.30	\$0.15 / 0.25
Glossy Text	\$0.03	\$0.06	\$0.12 / 0.07		\$0.34 / 0.61	\$0.28 / 0.46	\$0.23 / 0.31	\$0.16 / 0.26
Recycled (color)Text	\$0.04	\$0.07	\$0.13 / 0.08		\$0.35 / 0.62	\$0.29 / 0.47	\$0.24 / 0.32	\$0.17 / 0.27
Colored Text	\$0.03	\$0.06	\$0.12 / 0.07		\$0.34 / 0.61	\$0.28 / 0.46	\$0.23 / 0.31	\$0.16 / 0.26
Bright Colored Text	\$0.05	\$0.08	\$0.14 / 0.09		\$0.36 / 0.63	\$0.30 / 0.48	\$0.25 / 0.33	\$0.18 / 0.28
Textured Text	\$0.06	\$0.09	\$0.15 / 0.10		\$0.37 / 0.64	\$0.31 / 0.49	\$0.26 / 0.34	\$0.19 / 0.29
Parchment Text	\$0.05	\$0.08	\$0.14 / 0.09		\$0.36 / 0.63	\$0.30 / 0.48	\$0.25 / 0.33	\$0.18 / 0.28
Marble Text	\$0.06	\$0.09	\$0.15 / 0.10		\$0.37 / 0.64	\$0.31 / 0.49	\$0.26 / 0.34	\$0.19 / 0.29
80# Smooth Cover	\$0.07	\$0.10	\$0.16 / 0.11		\$0.38 / 0.65	\$0.32 / 0.50	\$0.27 / 0.35	\$0.20 / 0.30
Glossy Cover	\$0.10	\$0.13	\$0.19 / 0.14		\$0.41 / 0.68	\$0.35 / 0.53	\$0.30 / 0.38	\$0.24 / 0.34
67# Vellum Cover	\$0.05	\$0.08	\$0.14 / 0.09		\$0.36 / 0.63	\$0.30 / 0.48	\$0.25 / 0.33	\$0.18 / 0.28
Special Cover	\$0.15	\$0.18	\$0.24 / 0.19		\$0.46 / 0.73	\$0.40 / 0.58	\$0.35 / 0.43	\$0.29 / 0.39
Watermark	\$0.12	\$0.15	\$0.21 / 0.16		\$0.43 / 0.70	\$0.37 / 0.55	\$0.32 / 0.40	\$0.26 / 0.36
Chromolux	\$0.15	\$0.18	\$0.24 / 0.19		\$0.46 / 0.73	\$0.40 / 0.58	\$0.35 / 0.43	\$0.29 / 0.39

Special Cover: Thick (130# Matte or Glossy), Textured, & Colored Cardstocks.

Special Stocks

Contact us about special stocks that are on hand.

We can also order special stock for your projects.

Such as perforated text stocks or synthetic paper stock with incorporated cards.
Please plan on additional time for special ordering stock and finding design templates.

Paper Stock	Size	Blank	Black Print	Color Print
Metallic Text	Letter	\$0.25	\$0.45	\$0.65
	Tabloid	\$0.50	\$0.90	\$1.35
Metallic Cover	Letter	\$0.35	\$0.55	\$0.70
	Tabloid	\$0.70	\$0.95	\$1.80



Paper Stock	Blank Paper	Black Print FSU Department	Black Print Public Accounts Print / 25+ Copies		Color Print Single / Double	Color Print Single / Double 200 + Prints	Color Print Single / Double 500 + Prints	Color Print Single / Double 1,000 + Prints
20# White	\$0.02	\$0.08	\$0.15 / 0.09		N/A	N/A	N/A	N/A
20# White Legal	\$0.02	\$0.08	\$0.15 / 0.09		N/A	N/A	N/A	N/A
Plain Text	\$0.04	\$0.10	\$0.17 / 0.11		\$0.69 / 1.19	\$0.64 / 0.94	\$0.50 / 0.69	\$0.40 / 0.44
Large Size Text*	\$0.10	\$0.16	\$0.23 / 0.17		\$0.75 / 1.25	\$0.70 / 1.00	\$0.56 / 0.75	\$0.46 / 0.50
Glossy Text*	\$0.05	\$0.11	\$0.18 / 0.12		\$0.70 / 1.20	\$0.65 / 0.95	\$0.51 / 0.70	\$0.41 / 0.45
Recycled Text	\$0.06	\$0.12	\$0.19 / 0.13		\$0.71 / 1.21	\$0.66 / 0.96	\$0.52 / 0.71	\$0.42 / 0.46
Colored Text	\$0.07	\$0.13	\$0.20 / 0.14		\$0.72 / 1.22	\$0.67 / 0.97	\$0.53 / 0.74	\$0.43 / 0.47
Bright Colored Text	\$0.10	\$0.16	\$0.23 / 0.17		\$0.75 / 1.25	\$0.70 / 1.00	\$0.56 / 0.75	\$0.46 / 0.50
Textured Text	\$0.10	\$0.16	\$0.23 / 0.17		\$0.75 / 1.25	\$0.70 / 1.00	\$0.56 / 0.75	\$0.46 / 0.50
Parchment Text	\$0.10	\$0.16	\$0.23 / 0.17		\$0.75 / 1.25	\$0.70 / 1.00	\$0.56 / 0.75	\$0.46 / 0.50
80# Smooth Cover*	\$0.14	\$0.20	\$0.27 / 0.21		\$0.79 / 1.29	\$0.74 / 1.04	\$0.60 / 0.79	\$0.51 / 0.55
Glossy Cover*	\$0.17	\$0.23	\$0.30 / 0.24		\$0.82 / 1.32	\$0.77 / 1.07	\$0.63 / 0.82	\$0.54 / 0.58
67# Vellum Cover	\$0.12	\$0.18	\$0.25 / 0.19		\$0.77 / 1.27	\$0.72 / 1.02	\$0.58 / 0.77	\$0.48 / 0.52
Special Cover	\$0.24	\$0.30	\$0.37 / 0.31		\$0.89 / 1.39	\$0.84 / 1.14	\$0.70 / 0.89	\$0.61 / 0.65
Watermark	\$0.20	\$0.26	\$0.33 / 0.27		\$0.85 / 1.35	\$0.80 / 1.10	\$0.66 / 0.85	\$0.57 / 0.61
Chromolux*	\$0.24	\$0.30	\$0.37 / 0.31		\$0.89 / 1.39	\$0.84 / 1.14	\$0.70 / 0.89	\$0.61 / 0.65

Special Cover: Thick (130# Matte or Glossy), Textured, & Colored Cardstocks.

* 12x18 and 13x19 sizes available at same price as Tabloid.

Carbon-less Forms (NCR)

Labels

Sheets/Set Priced/Set	Blank	Black Print	Color # Black Form w/ Colored Number	Color Print Color Logo & Form
2	\$0.14	\$0.20	\$0.30	\$0.40
3	\$0.21	\$0.30	\$0.45	\$0.60
4	\$0.28	\$0.40	\$0.60	\$0.80
5	\$0.35	\$0.50	\$0.75	\$1.00

Replace last sheet of set with Manilla Tag: Additional \$0.07 per set
 Padding (such as pads of 25 sets): Additional \$0.30 per pad

NCR Gluing (into sets) included in price. Sheets are letter size.
 Pre-perforated stock: additional \$0.03 per set (special order required)
 Numbering Forms: \$10.00 per 1,000 sets

Size	per sheet	Black Print	Color Print
8.5"x11" (full page)	1	\$0.40	\$0.80
0.875"x0.875"	88	\$0.40	\$0.80
0.75"x2" (address)	48	\$0.40	\$0.80
1"x2.625"	30	\$0.40	\$0.80
1.25"x1.625"	36	\$0.40	\$0.80
1.25"x1.75"	32	\$0.40	\$0.80
1.75"x2.5"	15	\$0.40	\$0.80
2"x3"	10	\$0.40	\$0.80
2"x4"	10	\$0.40	\$0.80
2.5"x3.5"	8	\$0.40	\$0.80
3.3"x4"	6	\$0.40	\$0.80
3"x4"	6	\$0.40	\$0.80
4"x5"	4	\$0.40	\$0.80
1" Circle	63	\$0.40	\$0.80
1.5" Circle	30	\$0.40	\$0.80
2" Circle	20	\$0.40	\$0.80
3" Circle	6	\$0.40	\$0.80
4" Circle	4	\$0.40	\$0.80

All labels are white stock. Contact us about color stock and other size options.

Printing Tips & Terms

Binding: is fastening sheets together with wire, plastic, glue, or staples.

Bleed: a space used beyond the finished size of a document, indicated by crop marks. Background color or graphics “bleed” over the edge allowing a space for trimming. If your document need at a specific size and bleed, please have the document printed on paper larger than the finished size. Our printers do not print to the edge of stock.

CMYK Color Mode/Process Color: is the combination of four basic colors to create a printed color image. These colors are Cyan, Magenta, Yellow, and Key (Black).

Crop Marks: are lines at the edge of the corners of the document to show where to trim after printing, used with bleed area.

DPI: stands for Dots Per Inch. This is a measurement of resolution (quality) of an image, determined by the number of dots in one square inch. The higher the DPI, the better quality the image. 300 DPI is the printing standard, 72 DPI is used for images on social media and other internet sites.

Margin: space around the edges of documents where there is no important information or graphics. The area is used for binding, drilling, or as safety buffer for cutting. Required for lazer printing.

PDF: Portable Document Format is the preferred format for delivering files that will be the same regardless of the computer or software version used.

Proof: will show what the project will look like before it is printed. You can request for a physical proof of the document or a digital proof sent via email.

RGB Color Mode: used by computer screens and some software programs. The combination of Red, Green, and Blue form a larger number of colors, closer to natural light. This is why printed materials look different than what is created on a screen.

Saddle Stitching: is binding that uses staples in the spine of a booklet.

White Ink: the Copy Center *does not* have the capability to create white on colored stock. The effect is created in a color file.

Coming Spring Semester: Online Ordering System

The DSF (Digital Store Front)
will allow users to:

- Submit Documents · Choose Paper Stocks
- Combine Different Document Formats
 - Delete and Arrange Pages
 - Preview Different Options
 - Create Documents

Job Information to include with Orders:

Name
Phone
Department
Account (Index) Code
(we do not keep these on record- please provide)
Office for Delivery
Deadline (ASAP is not a date)
Number of Copies
Size (letter, tabloid, custom)
Single or Double sided
Type of Stock (text, cardstock, glossy, matte)
Finishing Options (stapling, drilling, folding)