



Print Center Brochure

printcenter@davistech.edu

801-593-2450

550 East 300 South

Kaysville, UT 84037

Located in the Main Building

Room #1013-C

Hours

Monday	8 a.m. to 5 p.m.
Tuesday	8 a.m. to 5 p.m.
Wednesday	8 a.m. to 5 p.m.
Thursday	8 a.m. to 5 p.m.
Friday	8 a.m. to 3 p.m.

Print Center Website

Print Center Payments

<https://www.davistech.edu/print-center>



**Rush fee may be applied to last minute orders*

7/2/24

Black & White

Size Flat Price

Letter	\$.07
Legal	\$.10
11 x 17	\$.14

Base price on #20 Ultra White paper

Color

Size Flat Price

Letter	\$.35
Legal	\$.55
11 x 17	\$.75
12 x 18	\$1.00

Base price on #24 Laser paper

LARGE FORMAT PRINTING

Heavyweight Coated / sq. ft.

\$ 4.75 / sq. ft.

Everyday Satin / sq. ft.

\$ 5.50 / sq. ft.

Largest poster size 24x36 with approximately 5/16" white border surrounding print

BUSINESS CARDS

Black / White	50	100	250	500
Single-sided	\$ 7.25	\$ 9.75	\$19.50	\$25.50
Double-sided	\$ 8.50	\$10.75	\$25.00	\$33.25
Color	50	100	250	500
Single-sided	\$10.75	\$19.00	\$25.00	\$33.25
Double-sided	\$16.50	\$27.50	\$39.00	\$51.00
Mixed Media	50	100	250	500
1st side color & 2nd side b/w	\$13.25	\$23.00	\$32.25	\$42.50

Hard Lamination

Lamination Size Price

Luggage Tag	\$.75
Half Sheet	\$ 1.15
Letter	\$ 3.50

Soft Lamination

Lamination Size Price

Per Foot	\$.60
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Coil Binding

Coil Size Price per Item

6 mm - 9 mm	\$ 1.50
12 mm - 18 mm	\$ 2.00
22 mm - 30 mm	\$ 3.50
35 mm	\$ 4.75
50 mm	\$ 7.00

Tape Binding

Size Price per Item

Small	\$ 2.00
Medium	\$ 2.35
Large	\$ 2.75

PAPER STOCK

Letter

<u>Paper type</u>	<u>Sheet</u>	<u>Ream</u>
#20 Ultra White	\$.05	\$ 6.80
#24 Laser	\$.06	\$14.55
#32 "Apple"	\$.09	\$19.85
#100 "Frog" card	\$.15	\$25.50
Pastel paper	\$.06	\$11.30
Bright paper	\$.08	\$19.30
Pastel card	\$.10	\$15.70
Bright card	\$.16	\$27.35

Pricing for Reams / Cases provided upon request and may not always be available

Specialty Paper

<u>Paper Type</u>	<u>Sheet</u>
Plastic Covers	\$.60
5 Cyclic Tabs	\$.60
Black Covers	\$.60
Label Stock	\$.60
#111 Gloss Letter	\$.60
#111 Velvet Letter	\$.60
Letter Chipboard	\$.20
11x17 Chipboard	\$.40
Legal 8.5x14	\$.06
NCR- 2 Part (yellow)	\$.30

11 x 17

<u>Paper type</u>	<u>Sheet</u>
#20 Ultra White	\$.07
#24 Laser	\$.13
#32 "Apple"	\$.17
#100 "Frog"	\$.27

Pricing for Reams / Cases provided upon request and may not always be available

12 x 18

<u>Paper type</u>	<u>Sheet</u>
#32 "Apple"	\$.19
#100 "Frog"	\$.35

ADDITIONAL SERVICES

<u>Service</u>	<u>Price per Item</u>
Cutting 250 pg. max*	\$ 1.50
Shrink Wrapping	\$ 1.25
Drill Press 100 pg. max*	\$ 1.25
Corner Rounding 20 pg. *	\$.50
Staples	\$.02

**unless it is cardstock then half the max*

<u>Service</u>	<u>Price per Item</u>
Envelope Folding	\$.02
Scoring / Perforation	\$.05
Hand Finishing	\$.50
Padding	\$.75
Scanning (1st Page)	\$.50
every page after the 1st	\$.10

FAQ's

- **Can I use the Computers in the Print Center to log onto my personal email/websites?**
-No, to ensure cyber security is maintained we do not allow anyone to use our computers and we are unable to log into personal accounts or download from websites. You must have the file itself either on a flash drive or emailed to us at printcenter@davistech.edu.
- **Can I send the link to the documents I want to print?**
-No, to ensure cyber security is maintained we do not click on links to websites or shared file drives like Google Drive. You must have the file itself either on a flash drive or you can upload through our online order forms on our website. There are computers available for student use in the Student Resource Center if needed.
- **What is the best file format to bring/send my documents?**
-PDF's are the best file format for printing. PDF files ensure that the format stays the same as how you designed it.
- **Are your copiers self-serve?**
-No, the copiers here in the Print Center will require a Print Center Clerk's assistance.
- **How do I pay for my copies?**
-You can now pay online (see the link on our webpage) or you can pay in cash if the total is less than \$5.00. We can not break bills larger than \$5.00
- **Can I bring my own paper?**
-Outside paper is evaluated on a case-by-case basis. If we decide we can print on it, we will not replace or reimburse any paper that jams. Bringing in outside paper does not lower the copy/printing price.

