

How do I get My Job to the Print Center?

We recommend sending us a digital file for the highest quality prints. Files can be brought in on disk or flash drive, e-mailed. Faculty and staff can also place files in the 'Mac Drop' folder on the campus network 'P' drive.

What Digital File Types are Accepted?

We can accept any Adobe Creative Suite and Microsoft Office files. A high resolution PDF file is most often the best file type to send us.

Is there a Request Form I need?

Every job must be accompanied by a completed request form. The form can be filled out electronically using Adobe Acrobat and e-mailed, or filled out on paper and brought in or sent through campus mail. The print request form PDF can be found on our Web site or under Print Center on the 'Dickinson "How To" Guide' on the Dickinson Web site. If you have questions about filling out the form, just give us a call.

What is a Bleed?

A bleed is the printing term for 'to the edge' printing. Most printers and copiers cannot print to the edge of the paper, so the white border is trimmed after printing to achieve the bleed. So when sending a job that you want to bleed, keep your text at least a half inch from the edge or it may be cut off.

Can my print job be delivered?

We can deliver to any academic building on campus and the HUB. We cannot deliver to dormitories or HUB mail boxes.

Frequently Ordered Items

- 12x18 Full Color Posters (gloss cardstock)44¢ ea.
- 8.5x11 Full Color Flyers (gloss text weight)..... .14¢ ea.
- 24x36 Full Color Posters \$14 ea.
with foam core mounting \$24 ea.
- Tri-Fold Brochures (full color on gloss text)43¢ ea.
- 4 x 6 Postcards - 2 Sided Color15¢ ea.

NOTE: The above prices are approximate based on standard papers for these items.

Business Cards

- 100 \$5
- 250 \$10
- 500 \$15
- 1000 \$30

Student Thesis Printing & Binding

Max 50 pages. Higher quantities will be estimated separately.

- Bound (acid free paper) \$6 ea.
- Unbound (acid free paper)..... \$4 ea.

Dickinson Stationery

- Generic Letterhead08¢ ea.
- Letterhead 2nd Sheet: 8.5x11..... .04¢ ea.
- #10 Envelope16¢ ea.
- Notepaper 5.5x8.5..... .31¢ ea.
- Embossed Notecards32¢ ea.
- Notecards w/Red Logo30¢ ea.
- Sticky Back Name Tags (8 tags per sheet)..... .40¢ ea.
- Badge Insert Name Tags (8 tags per sheet).... .28¢ ea.
- Mailing Labels (4 per sheet)35¢ ea.

The Print Center is located at 5 North Orange Street. We are in the Dickinson Facilities Management warehouse which also houses the Central Pennsylvania Youth Ballet and Project S.H.A.R.E.. Just enter the front of the building that faces Orange Street and we are right inside the doors.



Dickinson Print Center

5 North Orange Street
Carlisle PA, 17013-2896
717-245-1427 - Phone
717-245-1876 - Fax
printctr@dickinson.edu
www.dickinson.edu/departments/printcenter

Hours:
Mon - Fri 8:30 a.m. - 4:30 p.m.

Prices effective July 2011 - July 2012
Revised October 2012



Campus Price Guide





Digital Printing



Paper Stocks



Design Services

Black and White

Xerox 412702¢ per side
Xerox iGen (photo quality B&W)....	.04¢ per side

Color

Xerox iGen20¢ per side
<i>Sizes 8.5x11 up to 14x20</i>	

Prices do not include paper



Large Format

	Enhanced Matte	
Poster (max size - 44" x 90")		\$7/ft
Banner (max size - 24" x 90")		\$5/ft

Drymounting on Foam Board	<i>Price does not include printing</i>
Pieces up to 12x15	\$2.50
Pieces up to 24x30	\$5
Pieces up to 32x40	\$10
Pieces up to 48x48	\$15
Pieces up to 56x60	\$20
Pieces above 56x60.....	\$30

Drymounting on Gator Board	<i>Price does not include printing</i>
Pieces up to 24x36	\$18
Pieces up to 30x40	\$27
Pieces up to 36x48	\$59
Pieces up to 48x96	\$84

Digital Stocks <i>(FSC® Certified)</i>	Size	Per Sht
24# White Text (Matte)	8.5x11 11x17015¢ .03¢
28# White Text (Matte)	8.5x11 11x17 12x18 20 x1402¢ .04¢ .05¢ .06¢
32# White Text (Matte)	8.5x11 11x17 12x18025¢ .05¢ .06¢
80# White Text (Gloss, Matte or Silk)	8.5x11 11x17 12x18 20 x14025¢ .05¢ .06¢ .09¢
80# White Cover (Gloss, Matte or Silk)	8.5x11 11x17 12x18 20 x14045¢ .09¢ .10¢ .14¢
100# White Text (Gloss, Matte or Silk)	8.5x11 11x17 12x18 20 x1403¢ .06¢ .07¢ .10¢
100# White Cover (Gloss, Matte or Silk)	8.5x11 11x17 12x18 20 x1406¢ .12¢ .13¢ .18¢
12pt Supreme Gloss (1-sided Coated)	8.5x11 11x17 12x1809¢ .18¢ .20¢

Envelopes - Blank	
#10 White05¢
6x9 White10¢
A-2 (4.25"x 5.5")08¢
A-7 (5"x 7")10¢

Text Stocks		Per Sht
8.5x11	20# White0075¢
	20# 3-Hole White01¢
	20# Colors015¢
	60# Brite Hues02¢
	60# Specialty Colors03¢
	70# Colors04¢
	80# Colors05¢
8.5x14	20# White01¢
	20# Colors02¢
	70# Colors05¢
	80# Colors06¢
11x17	20# White015¢
	20# Colors03¢
	60# Brite Hues04¢
	60# Specialty Colors06¢
	70# Colors08¢
	80# Colors10¢

Text Stocks - Bulk		Per Ream
8.5x11	20# White	\$3.75
	20# Colors	\$7.50
	60# Brite Hues	\$10
8.5x14	20# White	\$5
11x17	20# White	\$7.50
	20# Colors	\$15
	60# Brite Hues	\$20

		Per Case
8.5x11	20# White	\$37.50
11x17	20# White	\$37.50

Ask about our specialty papers and other printable items

Design	No charge
Includes consultation, design & layout, proofing, corrections/alterations	
iStock Artwork	\$1.35 per credit
Variable Data Setup	No charge



Finishing/Bindery

Book Binding	
Coil Binding 6mm-33mm (max 265 shts)	\$1 per booklet
Perfect Binding (max 250 shts)	\$1 per booklet
Tape Binding (max 250 shts)	\$1 per booklet
Velobinding (max 250 shts)	\$1 per booklet
Cutting 1-500 shts.....	.50¢ per cut
Drilling 1-500 shts.....	.50¢ per drill
Folding	
Folding01¢ per fold per sht (2 folds = .02¢)
Perforating01¢ per perf
Scoring/Folding01¢ per score/fold per sht
Laminating	
Large Format (max width 40")85¢ per ft (min 1 ft)
8.5x5.522¢ sht
8.5x1144¢ sht
11x1768¢ sht
12x1872¢ sht
Padding (max 250 shts) includes gluing & chipboard ..	.25¢ per pad
Stapling	
Machine (max 100 shts)02¢ per staple
Hand (max 160 shts)02¢ per staple
Saddlestitch Bookletmaking (max 20 shts).....	.04¢ per booklet