

## Laser Prints/Copies

Place your BW or Color print/copy orders in person or through email (email form is online at serviceb.mcad.edu). Self-serve BW copiers are located in the Library and on the 3rd floor of the main building.

Small jobs may be completed while you wait-when possible. Turnaround time for larger copy jobs is up to 24 hours, though specific deadlines can be met within reason.

MCAD uses a print management system called PaperCut to monitor and manage on-campus printing. See our KnowledgeBase articles for details.

### Advanced Services include:

Collating, folding, stapling, booklets, hole punching, and inserting.

### We'll make your copies on white or any of our 19 colors of paper!

 Cherry	 Green 11x17	 Fireball Fuschia
 Buff	 Pink 11x17	 Pluto Purple
 Yellow 11x17	 Salmon	 Solar Yellow
 Orchid	 Gold	 Terrestrial Teal
 Blue 11x17	 Tan	 Ivory
 Lunar Blue	 Grey 11x17	 Cosmic Orange
 Vulcan Green		

11x17 available as noted.

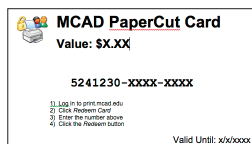
White cardstock (matte and glossy), polyester media, transparency, vellum, and kraft paper also available!

Visit the SB for LOTS more paper options!

## MCAD PaperCut Account

Used to pay for all SB services. (Academic and administrative departments may charge purchases to their Shared Accounts.) You can recharge your account online with a credit/debit card, or purchase PaperCut cards in the Art Celler.

Cards are available in \$2.50, \$5, \$10, \$20, \$30, \$50, and \$100 denominations.



## Service and Supply Prices

### Laser Prints/Copies

#### Black & White

Letter.....	\$0.04/pg
Letter Colors.....	\$0.06/pg
Tabloid/Legal.....	\$0.06/pg
TabloidClrs.....	\$0.08/pg
<small>(bw duplex discount.....\$0.01/pg)</small>	

#### Color

Letter.....	\$0.45	12x18 Crd....	\$1.20
Let Card.....	\$0.60	13x19.....	\$1.35
12x18.....	\$0.90	13x19 Crd..	\$1.65
<small>(color duplex discount.....\$0.05/pg)</small>			
<b>plus many more paper options</b>			

### Banner Print - up to 44" wide

Customer Supplied Paper.....	\$5	"Silk" Fabric (42").....	\$9
Singleweight Matte.....	\$6	Glossy Heavyweight.....	\$10
Newsprint (24x36" Sheet).....	\$7	Transparency.....	\$10
Enhanced Matte.....	\$7	Adhesive Vinyl.....	\$12
NewsProof.....	\$7	Canvas.....	\$13
Semigloss.....	\$8	Textured Fine Art Paper.....	\$13
Heavy "Cotton" Fabric.....	\$9	Japanese Paper (42").....	\$13
Light "Cotton" Fabric.....	\$9	Hahnemuhle Ph Rag Pearl.....	\$15
<small>Prices are by linear foot (i.e. 12" x 44")</small>			

### Large Format BW Prints - up to 36" wide

Plain Bond Paper.....	\$1.50
Color Bond Paper.....	\$2
Vellum.....	\$3
Newsprint (24x36" Sheet).....	\$1/Sheet
Customer Supplied Paper.....	\$0.50
<small>Prices are by linear foot (i.e. 12" x 36")</small>	

### Scanning

Art or slides/film to file.....	\$5
Scan to PDF.....	\$0.04/pg
Large Format Océ Scan.....	\$2

### Xante Prints

Transparency Letter (w/print).....	\$0.60
Transparency 11 x 17" (w/print).....	\$1.20
Vellum Letter (w/print).....	\$1
Vellum 12 x 18" (w/print).....	\$2

### Epson 4900/p5000 Print Station Print Fee (Sheet)

Letter-size print.....	\$0.73	17x22-size print.....	\$2.91
13x19-size print.....	\$1.92	16/17" Roll/foot.....	\$1.12/sq ft

### Epson 4900/p5000 Print Station Print Fee (Roll)

Matte.....	\$2.30/ft	Semigloss.....	\$2.50/ft
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### Epson Inkjet Paper

<b>Letter</b>	<b>13x19"</b>	<b>17x22"</b>	
Matte.....	\$1.50	Matte.....	\$2
Semigloss.....	\$1	Semigloss.....	\$3
Glossy.....	\$1	Glossy.....	\$3
Transp.....	\$1.50	Transp.....	\$4
Watercolor.....	\$1.50	Jpnese Ppr.....	\$3.50
Transp.....	\$3.50	Singlwt Mtte.....	\$1.50

### Full Service Inkjet

<b>Small</b>	<b>Medium</b>	<b>Large</b>
\$4.50	\$6.50	\$7.50

### Full Service Inkjet - Customer Supplied Paper

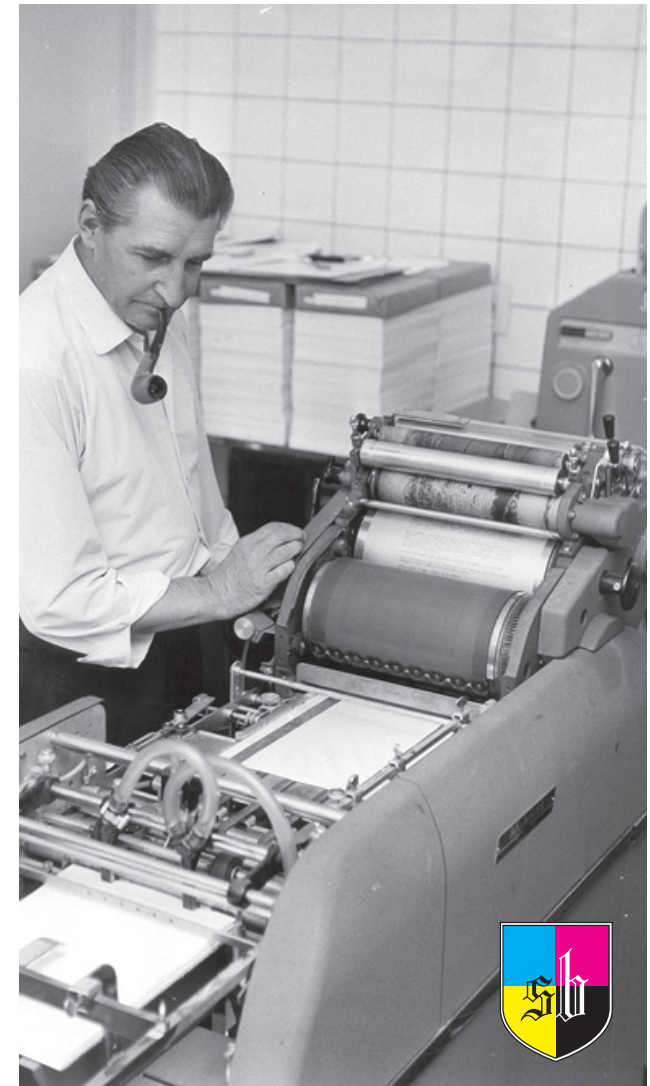
<b>Small</b>	<b>Medium</b>	<b>Large</b>
\$2.50	\$4.50	\$5.50

### Risograph Prints

See Riso booklet for details

• VISIT THE SERVICE BUREAU FOR MORE OPTIONS INFO •

# MCAD Service Bureau Service And Price Guide



### Fall 2018 and Spring 2019 Hours

Monday - Thursday: 8am - 11pm

Friday: 8am - 8pm

Saturday: 10am - 8pm

Sunday: 10am - 11pm

### Contact:

Campus Phone: x1786

Off-Campus Phone: 612-874-3786

Email: service\_bureau@mcad.edu

## Color Prints

### Laser Prints

High quality, high resolution prints on demand. Files may be sent to our color laser printer from any workstation on campus. Color laser prints are available in the Library too!

You can also get color copies! Simply drop by the Service Bureau in person to place your order.

### Advanced finishing services include:

Collating, folding, stapling, booklets, hole punching, and duplexing.

### Small Format Inkjet Prints

Photo-quality prints on a variety of professional and archival papers. These prints take up to 48 hours and require placing an order.

### Epson Color Print Stations

Self-serve print workstations with archival ink are available to do your own printing up to 17" wide. Students with DPL access can make prints up to 24" wide. You pay a printing fee and paper may be purchased from us by the sheet or supplied by you.

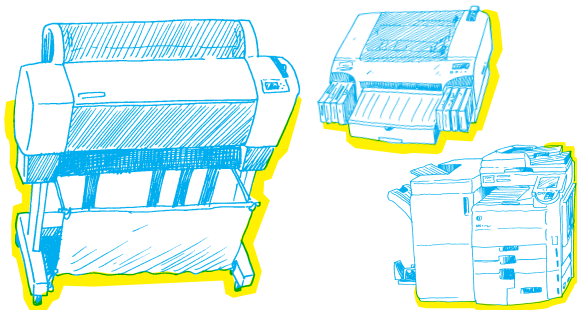
### Banner Prints

Photo-quality prints on a variety of professional media using archival inks. Files are processed through a RIP server to ensure color accuracy and four-color Pantone equivalent matching. Prints are run Monday-Friday with a 48 hour turnaround. An advanced order is required.

For set up suggestions, order forms, and how to send your files to our printers and server, please visit: <http://serviceb.mcad.edu>.

### Risograph Prints

Screenprint-style prints with vivid colors that are perfect for design, illustrations, comics, and anything with a 'graphic' quality. See Riso brochure for details.



## Scanning

Scanners are available in most public labs for 24-hour use. Some scanners can scan film/negatives of various sizes. Film adapters may be checked out from the Service Bureau and Library.

Available advanced scanning options are:

### Océ Large Format Scans

Our Océ Plotwave 350 printer can also scan documents in color up to 36" wide.

### Hasselblad Flextight X1

Virtual drum scanner can do 35mm, medium format, and 4x5 film. Available only with access to Digital Print Lab.

### Epson 11,000XL

Up to 12x17 flat artwork/image.

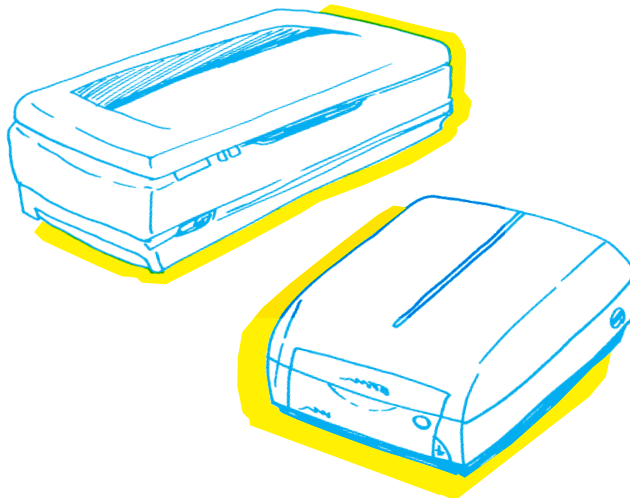
### Epson v700

Up to 8.5x11" flat artwork/image and up to 8x10 film scanning.

### Scan-to-PDF

We can scan your documents and turn them into a PDF. See handouts and Fair Use info at [serviceb.mcad.edu](http://serviceb.mcad.edu) for details. Public copiers on 3rd Floor Main and in the Library can also scan to PDF.

The Service Bureau can also scan your film/images for a fee.



## Specialty Services

These services require some advance notice. Please inquire in the Service Bureau for details.

### Booklet Creation (collate, fold, staple)

We take your single or double-sided copies/prints and turn them into a booklet. Cost based on quantity.

### Vinyl and Paper Cutting

We can cut your designs out of paper/cardstock or adhesive-backed vinyl.

Paper Cutting.....	\$3/foot
Vinyl Cutting.....	\$5/foot
Weeding.....	\$5/foot

### Wire Binding

Punch and bind.....	\$2/book
Do it yourself.....	\$1/wire coil

### Velo Binding

Punch and Bind.....	\$2/book
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### Perfect Binding

We take your copies or prints and turn them into a softcover book! (Can take up to 24 hours!)

Per book.....	\$2
plus cost of copies/prints	

### Cutting and Trimming

We cut your stacks of prints/copies or trim your books.

Per stack.....	\$1
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### Buttons 1" and 2"

We've got the supplies, you've got the designs.

1-inch Buttons.....	\$0.25	2-inch Buttons.....	\$0.50
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