



MEMORIAL UNION

GRAPHIC SERVICES & COPY SHOP

PRICING

copy shop, graphic services, ticket office & check cashing

SERVICES

copies, prints, plots & more!

PROMOTIONAL MATERIALS

marketing, advertising, design & event services



Copy Shop offer a wide variety of services staff. We strive to provide excellent customer service of duplicating, marketing and advertising on the main level of the Memorial Union, employees who are committed to serving the

MEMORIAL UNION GRAPHIC SERVICES & COPY SHOP

ABOUT US

The Memorial Union Graphic Services and Copy Shop offer a wide variety of services to meet the needs of students, faculty and staff. We strive to provide excellent customer service, affordable pricing and a wide array of duplicating, printing, and promotional services. Located in the new service center on the main level of the Memorial Union, we are staffed by students and full-time employees who are committed to serving the NDSU campus community. See you in the MU!

HOURS

	Monday - Friday	Saturday	Sunday
Graphic Services	9:00am - 5:00pm	Closed	Closed
Copy Shop	8:00am - 10:00pm	1:00pm - 6:00pm	1:00pm - 10:00pm
Check Cashing	8:00am - 9:30pm	1:00pm - 5:30pm	1:00pm - 9:30pm
Ticket Office	8:00am - 9:30pm	1:00pm - 5:30pm	1:00pm - 9:30pm

Hours change over breaks and holidays, please call for hours.

CONTACT INFO - MEMORIAL UNION SERVICES

Graphic Services

phone - 231.7573
email - nds.u.mugraphics@nds.u.edu
web - nds.u.edu/mu/services/graphic_services
supervisor - 231.9448

Copy Shop

phone - 231.8264
fax - 231.8043
web - nds.u.edu/mu/services/copy_shop
supervisor - 231.1062

Check Cashing & Ticket Office - (Athletics tickets can be purchased at the BSA.)

phone - 231.8458
web - nds.u.edu/mu/services/ticketmaster_window

Bison Connection, Information & Lost and Found

phone - 231.6200
web - nds.u.edu/bisonconnection

www.ndsu.edu/mu

B & W COPIES

	single	duplex
8.5 x 11 white paper	1 - 99 \$0.10	\$0.18
	100 + \$0.08	\$0.15
8.5 x 11 colored paper	1 - 99 \$0.13	\$0.21
	100 + \$0.12	\$0.20
11 x 17 white paper	1 - 99 \$0.13	\$0.21
	100 + \$0.11	\$0.20
11 x 17 colored paper	1 - 99 \$0.16	\$0.24
	100 + \$0.14	\$0.22
8.5 x 11 cardstock \$0.18	\$0.26
8.5 x 11 acid-free paper \$0.16	\$0.24
8.5 x 11 transparency \$0.75	-
8.5 x 11 white sticky back paper \$0.90	-
8.5 x 14 (legal) \$0.10	\$0.18
8.5 x 11 resume \$0.18	\$0.26

COLOR COPIES

	single	duplex
8.5 x 11 regular	1 - 99 \$0.60	\$1.20
	100 + \$0.50	\$0.90
8.5 x 11 glossy	1 - 99 \$0.75	\$1.50
	100 + \$0.70	\$1.30
11 x 17 regular	1 - 99 \$0.75	\$1.50
	100 + \$0.70	\$1.30
11 x 17 glossy	1 - 99 \$0.90	\$1.80
	100 + \$0.80	\$1.50
8.5 x 11 acid-free paper \$0.65	\$1.20
8.5 x 11 transparency \$1.25	-
8.5 x 11 white sticky back paper \$2.00	-
8.5 x 14 (legal) \$0.60	\$1.20
8.5 x 11 resume \$0.65	\$1.30

BINDING / LAMINATING

Spiral Binding: black, navy or white \$2.00
Velo Binding: black or navy \$2.00
Vinyl Cover: black or navy \$0.25
Clear Plastic Cover \$0.75
Cardstock Cover \$0.25
Laminating: 5 inch minimum \$0.15 per inch

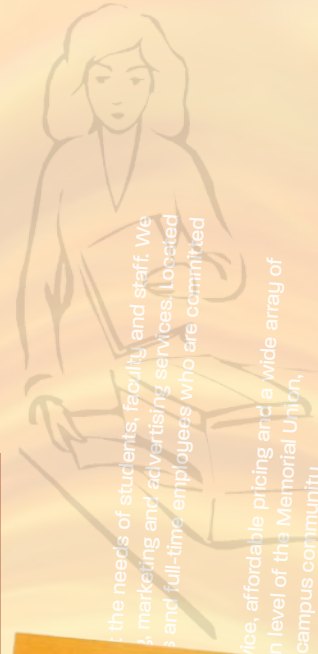
BALLOONS

Mylar Balloon \$3.00
Latex Balloon \$1.00
1 Mylar + 2 Latex \$4.75
1 Mylar + 3 Latex \$5.75
1 Mylar + 4 Latex \$6.75
1 Mylar + 5 Latex \$7.75
2 Mylar + 2 Latex \$7.75
2 Mylar + 3 Latex \$8.75
2 Mylar + 4 Latex \$9.75
2 Mylar + 5 Latex \$10.75

FAXING

	first page	add'l page
Local, 800 numbers, International*	\$1.00	\$0.50
Long distance	\$2.00	\$1.00
Receiving faxes	\$1.00	\$0.50

* Must have own calling card



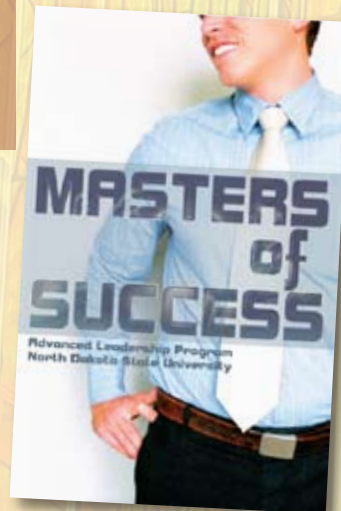
the needs of students, faculty and staff. We strive to provide excellent customer service, affordable pricing and a wide array of services on the main level of the Memorial Union, employees who are committed to serving the NDSU campus community.

DID YOU KNOW.....
IT CAN COST YOU AS MUCH AS \$1.20 PER PAGE FOR THE INK CARTRIDGES ON YOUR DESKTOP PRINTER.
LET US PRINT IT FOR AS LOW AS \$0.08 PER PAGE!

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COLOR PRINTING

	single	duplex
8.5 x 11 regular	1 - 99 \$0.60	\$1.20
	100 + \$0.50	\$0.90
8.5 x 11 glossy	1 - 99 \$0.75	\$1.50
	100 + \$0.70	\$1.30
11 x 17 regular	1 - 99 \$0.75	\$1.50
	100 + \$0.70	\$1.30
11 x 17 glossy	1 - 99 \$0.90	\$1.80
	100 + \$0.80	\$1.50
8.5 x 11 Cardstock \$1.25	\$2.40
11 x 17 Cardstock \$1.75	\$3.00
8.5 x 11 Photo Paper \$1.25	-
11 x 17 Photo Paper \$2.25	-
8.5 x 14 (legal) \$0.60	\$1.20
12 x 18 Glossy	1 - 99 \$2.25	\$4.00
	100 + \$2.00	\$2.50
8.5 x 11 resume \$0.65	\$1.30



LARGE FORMAT PRINTING

All material 36" unless specified	price/foot
Matte or Gloss Paper	\$7.50
42" Gloss or Matte Paper	\$9.00
Outdoor Banner	\$8.50
Window Sticker/Cling	\$10.00
Artist Canvas	\$10.00
Reverse-Lit Plastic Film (dry-erase poster)	\$8.50
Sticky-back Poster (matte)	\$8.00
Scrim Vinyl	\$11.00



BROCHURES

Brochures can come in almost any shape, size, and quantity. They can be printed to your specifications but must have pages in multiples of 4. We offer folding and stapling. Please contact us for pricing. Check out our web site for examples and options - www.ndsu.edu/mu/services/graphic_services

FLYERS

Flyers come in standard sizes of 11 x 17, 8.5 x 11, and 4.25 x 5.5. Custom sizes are available. Stop in for a quote.

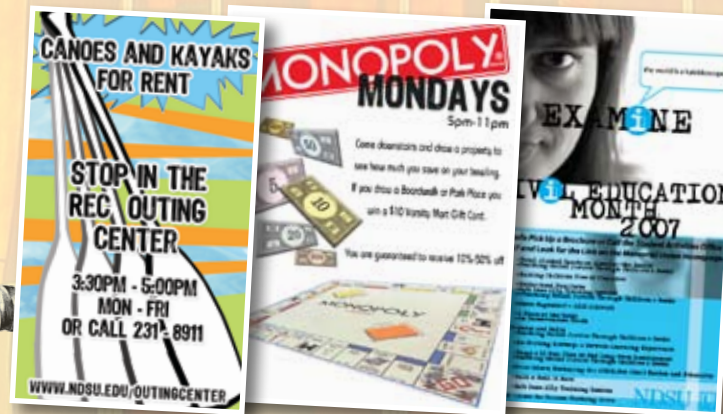


TABLE-TOP INSERTS

Table-top inserts are a great way to reach audiences in the dining centers, dorms or your place of business. Standard quantities and sizes available, as well as custom sizes and pricing.

40 qty. 4" x 5.25" \$10

BUSINESS CARDS

We offer custom graphic business cards on cardstock paper. Full-bleed available. We do NOT offer NDSU business cards.

Business Cards - 3.5" x 2", full color
 1 - 99 \$0.25 each
 100 + \$0.20 each

VINYL LETTERING & GRAPHICS

Excellent for logos, shapes, decals, signs; comes as a sticker & does not include banner backing. Weather resistant. 7 colors in-stock, others available. Vinyl banners also available, ask for pricing.

price/foot
 24" wide adhesive color vinyl..... \$9.00



VINYL LETTERING AND GRAPHICS MAKE EXCELLENT VEHICLE DECALS AND OFFICE DISPLAYS AS WELL AS A WAY TO CUSTOMIZE YOUR CELL PHONE, MP3 PLAYER, OR COMPUTER.



BUTTONS/STICKERS

Quantity	1"	3"
1 - 50	\$2.00/ea.	\$2.50/ea.
51 - 100	\$1.50/ea.	\$2.00/ea.
100 +	\$0.75/ea.	\$1.00/ea.



MAGNETS

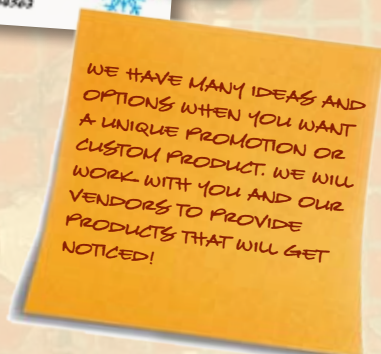
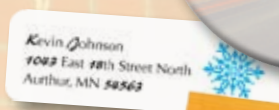
Full color images and graphics on a magnetic backing. Ideal for the fridge, vehicles and more! Up to 36".

Full-color Magnets \$8.50/foot

LABELS

Great for mailing. Our standard size is 1" x 2 5/8". Other sizes available. We can print on your furnished labels, please have the label number available. Bring in your custom graphics and text in a Word Document or have us lay it out for you.

Labels \$0.25/ea. or \$2.00/page



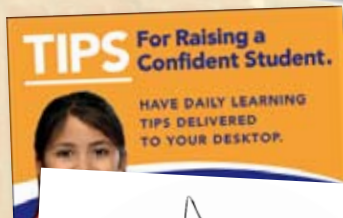
MOUNTING & FOAMCORE

Turn your prints or posters into display pieces by having us mount it on foamcore. 3/16" thick, mounted with spray adhesive that will hold up to a year. Available up to 4' x 8', either black and white.

Foamcore \$1.00 per square foot

For outdoor treatments or when you really need it to last, try mounting with our Coroplast. Like foamcore, it adds rigidity and durability, and it's weather resistant. Available up to 4' x 8' and 8 colors. 3/16" thickness.

Coroplast \$1.50 per square foot



STICKERS

Have us design and produce stickers of any color, shape, design and quantity. Cost determined on a per order basis. Stop by for a quote.

OTHER OPTIONS

Other options include bookmarks, calendars, door hangers, counter top displays, life-size cut-outs, to name a few. If there is not a product or service listed that you would like, give us a call. We specialize in fulfilling campus needs and will work with you to complete almost any project.



MEDIA & DESIGN

Graphic Services works with a number of NDSU departments and off-campus suppliers to ensure we provide the products, services, and quality that are required by our campus. Among our partners are Document Publishing, Publication Services, University Relations, ITS, Ag Communication, Reservations, Athletics, Residence Life, NDSU Bookstore, Student Government and others. Because of our partnerships and talented staff, we can provide design, marketing, advertising, and promotional services in addition to our products listed thus far.



We can assist you with:

- Digital Display Ads in Union*
- Copy Writing*
- Marketing Research or Surveys*
- Web Site Graphics*
- Photography*
- Custom Logos & Graphic Design*
- Table Displays*
- Promotions*
- Custom Presentations*
- Apparel Graphics - logos, text and graphics*
- Printed & Digital Media*
- Advertising Methods*



Our staff of Graphic Designers are trained to assist you with all your design and printing needs. We can create simple and complex projects from scratch or can produce any of our services with your provided files and design.

If we need to spend more than 10 minutes opening or altering your files to meet our production requirements, then a design fee will be applied. In addition to design charges, some products also require labor charges to meet your needs. Ask our friendly staff for a quote.

Graphic Design	\$15.00/hr
General Labor	\$12.00/hr
- folding, cutting, mounting, scoring, etc.	

* There is a minimum 1/2 hour on Design and Labor rates.

FILE TYPES & TIPS

For printing, we do try to make as many file types work as possible, but some are better than others and some should just be avoided. Here's our preferences. *We support both Mac and PC platforms and have the most current software versions for the programs we prefer.*

PREFERRED

.eps
.ai
.psd
.pdf
.tiff
.indd


ACCEPTABLE

.pub
.doc
.ppt
Acrobat

NOT RECOMMENDED

.jpeg
.gif

WANT TO PROMOTE IN THE UNION? MAKE SURE YOU CHECK WITH MU RESERVATIONS AT 231.8477 FOR THEIR PROMOTIONAL RESERVATION INFO AND POLICIES.

 *For best results, no matter which program you use, here are a few helpful hints.

FILES

Please provide a .pdf of your file as well as the original format.

FONTS


Create a copy of your original file with the fonts turned to "Outlines" when available (Adobe). If not available, include the font suitcase with your file.

IMAGES

Include a copy of all images used in your file. For best results design your file with high-resolution images (at least 300 dpi). Design with the images to the finished size - the actual printed size. Failure to do so will result in increasing your document size, and thus image size, and will result in pixilated images.

FILE TRANSFER

We accept files from CD, DVD, Flash/Jump Drive, external hardrive or email it us at nds.u.mugraphics@nds.u.edu

 *We will not be held responsible for customer supplied materials or for mistakes in spelling, punctuation, sentence structure, or file errors as submitted or proofed by the customer. We cannot exact color match. If exact color is a concern, we will work to achieve desired results, but a design charge will apply.

TURNAROUND TIME

We ask that you allow 2 workdays for most orders that are ready to print. If your in a hurry, we do try to accommodate quick time lines when possible, but please allow time for the unexpected troubles with computers and workload considerations.

If your order needs design, layout, proofing, etc., please allow for 2 - 5 working days.

For more complicated orders involving creative or vendor assistance, ask for a time estimate when quoting order.

PAYMENT OPTIONS

Department Charge (NDSU Depts. and Orgs. only), **Bison Bucks** (5% discount), **Cash, Check, Credit Card** (orders over \$1).

If paying with Department Charge, please have the appropriate numbers available when placing your order.



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