

FAQs

How do I get my job to the Print Center?

The Digital Print Center has implemented a new online system, called PrintShop Pro. With this web-based system, you can order from the ease of your personal computer and attach file(s) to the order. PrintShop Pro has a large capacity of at least 30 MB attachments and can convert any Microsoft document to a pdf. In addition, you will be able to see the cost of your print job upfront. We highly recommend ordering your print jobs in this manner for efficiency, sustainability, and the highest quality prints. If files are too large or you only have hard copy, we can accept those as well.

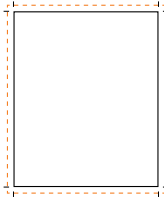
To get started, go to wartburg.webdeskprint.com, and click on Register Now. Go online, www.wartburg.edu/marketing/printserv.aspx, to download instructions.

What digital file types are accepted?

We can accept any Adobe Creative Suite and Microsoft Office files. If submitting an InDesign file, please package file with fonts and images. A high resolution PDF file is most often the best file type to send us.

What is a bleed?

Bleed is a printing term that refers to printing that goes beyond the edge of the sheet after trimming. The bleed is the part on the side of a document that gives the printer a small amount of space to account for movement of the paper and design inconsistencies. Bleed ensures that no unprinted edges occur in the final trimmed document. Bleeds generally extend 1/8 inch from where the cut is to be made.



What is a "click" charge?

Digital printing is charged on a per click basis. Each side on the paper that is printed is called a "click," so a two-sided document is charged for two clicks.

Can my print job be delivered?

We can deliver to any academic building on campus. We cannot deliver to residence halls or mail boxes. We can also notify you when your print job is finished and you may pick it up here.

Frequently Ordered Items

8.5x11 color flyers (gloss text weight)*	31¢ ea.
8.5x11 color flyers w/bleed	31¢ ea.
<i>(gloss text weight)</i>	
Tri-fold 8.5x11 brochures w/bleed*	63¢ ea.
<i>(2-sided full color on gloss text)</i>	
11x17 color posters (gloss text weight)	36¢ ea.
11x17 color posters w/bleed*	46¢ ea.
<i>(gloss text weight)</i>	
12x18 color posters w/bleed*	56¢ ea.
<i>(gloss cardstock)</i>	
4.25 x 6 Postcards - 2-Sided Color*	36¢ ea.
<i>*Subject to trim charge</i>	

Wartburg Stationery

Wartburg business cards, letterhead, envelopes, and post-it notes are printed at an outside vendor. Office coordinators will have instructions to order online.

Sample prices are:

Business Cards (new style with optional photo)

250	\$36.57
500	\$41.80
1,000	\$69.90

Business Cards (traditional)

250	\$67.75
500	\$75.00
1,000	\$88.95

Letterhead

500	\$83.84
1,000	\$113.25

#10 Envelope

500	\$76.92
1,000	\$102.49

Post-it Notes

White 4x3 - 32 pads	\$99.52
Orange 4x3 - 32 pads	\$121.28

For additional pricing or help with your stationery order, contact the Print Center Manager, 319-352-8366, or lori.poehler@wartburg.edu.

Address labels (30 per sheet) 25¢ ea.

Mailing Labels (4 or 6 per sheet) 25¢ ea.
(Paper only. Does not include printing.)

Faxing

Our number is 319-352-8378

Per page outgoing	25¢
Per page incoming	5¢
International per page	\$1
<i>(No charge for cover sheet.)</i>	

Where to Find Us

Digital Print Center

Wartburg College
100 Wartburg Blvd.
Waverly, IA 50677-0903

319-352-8525 - Phone
319-352-8378 - Fax
printcenter@wartburg.edu
www.wartburg.edu/marketing/printserv.aspx

The Print Center is on the first floor of the Saemann Student Center on the Wartburg College campus.

Hours: Mon.–Fri., 8 a.m.–4:30 p.m.
Summer—8 a.m.–4 p.m.

Payment Methods

Internal jobs are charged to the account requested. For personal or community orders we can take cash or check; **we do not accept debit or credit cards.** For student orders, they can be paid by cash or check or can be charged to your PaperCut account.



Effective Jan. 1, 2016
NOTE: Prices are approximate based on standard papers for these items.

WARTBURG COLLEGE

Digital Print Center



**Campus Price Guide
2016**

Digital Printing

Black and White

Xerox Nuvera 120 7¢ per side

Color

Xerox 800 or Color Cube 26¢ per side
*Sizes 8.5x11 up to 13x19.
 Paper charges are additional.*

Paper Stocks

20# Text (bond like copy paper)

8.5x11 white 2¢
 8.5x14 white 3¢
 11x17 white 5¢
 8.5x11 colors 3¢
 8.5x11 ream (500 sheets) \$8
 8.5x14 ream (500 sheets) \$10
 3-hole punch or comb-punched 8.5x11 3¢

Exact Vellum Colors

60# text 8.5x11 5¢
 60# text 8.5x11 ream (500 sheets) \$15
 67# cover 8.5x11 10¢
 67# cover 8.5x11 ream (250 sheets) \$12
 60# text 8.5x14 7¢
 67# cover 8.5x14 12¢

Hammermill Color Copy (Laser)

8.5x11 5¢
 8.5x11 ream (500 sheets) \$15
 8.5x14 8¢
 11x17 10¢
 12x18 12¢

100% Recycled

8.5x11 text 7¢
 11x17 text 15¢
 8.5x11 cover 10¢
 11x17 cover 20¢

Accent and Wausau Ice

60# text 8.5x11 3¢
 60# text 8.5x14 4¢
 60# text 11x17 6¢

Astrobrights

60# text 8.5x11 5¢
 60# text 8.5x11 ream (500 sheets) \$20
 65# cover 8.5x11 10¢
 65# cover 8.5x11 ream (250 sheets) \$12.50
 60# text 8.5x14 5¢
 67# cover 8.5x14 7¢

60# text 11x17 6¢
 67# cover 11x17 10¢

Via or Cougar (white or natural)

70# text 8.5x11 5¢
 65# cover 8.5x11 10¢
 70# text 8.5x14 8¢
 65# cover 8.5x14 12¢

70# text 11x17 10¢
 65# cover 11x17 20¢

70# text 12x18 15¢
 65# cover 12x18 20¢

Gloss or Dull

80# text 8.5x11 5¢
 80# cover 8.5x11 10¢

80# text 11x17 10¢
 80# cover 11x17 20¢

80# text 12x18 15¢
 80# cover 12x18 20¢

80# text 13x19 20¢
 80# cover 13x19 25¢

Astroparche

60# text 8.5x11 5¢
 60# text 8.5x11 ream (500 sheets) \$18
 65# cover 8.5x11 8¢

60# text 8.5x14 5¢
 67# cover 8.5x14 10¢

60# text 11x17 10¢
 67# cover 11x17 15¢

Royal Fiber

70# text 8.5x11 7¢
 70# text 8.5x11 ream (500 sheets) \$25
 80# cover 8.5x11 10¢

70# text 8.5x14 7¢
 80# cover 8.5x14 10¢

70# text 11x17 14¢
 80# cover 11x17 20¢

Royal Linen

70# text 8.5x11 5¢
 80# cover 8.5x11 10¢

70# text 8.5x14 7¢
 80# cover 8.5x14 10¢

NCR

2-part 8.5x11 per set 15¢
 3-part 8.5x11 per set 25¢
 4-part 8.5x11 per set 30¢

C15 (coated one side)

8 pt 8.5x11 15¢
 10 pt 8.5x11 15¢
 12 pt 9x12 20¢

Crack and Peel

8.5x11 (plain or gloss) 25¢
 Labels 8.5x11 (plain or gloss) 25¢

Specialty Papers

Crushed Leaf

80# text 8.5x11 5¢
 80# cover 8.5x11 7¢

Petallics

80# text 8.5x11 15¢
 80# cover 8.5x11 25¢

Classic Crest

80# text 8.5x11 5¢
 80# cover 8.5x11 15¢

Watermark Cotton 8.5x11 60# text 10¢
 Wartburg generic letterhead 10¢
 Watermark bond 8.5x11 20#text 3¢

Large Format Printing

Luster Photo 24", 36" & 44" widths \$4.50 sq. ft.
 Doubeweight Matte 44" widths \$4.50 sq. ft.
 Semigloss Photo 44" width \$4.50 sq. ft.
 Semimatte Photo 24" width \$4.50 sq. ft.
 Gloss Photo 24" & 44" widths \$4.50 sq. ft.
 Enhanced matte 24", 36" & 44" widths \$4.50 sq. ft.
 Vinyl 24" & 36" widths \$4.50 sq. ft.
 Exhibition matte canvas 36" & 44" widths \$6 sq. ft.
Includes paper, ink, and trim.

We no longer provide mounting services.

Hobby Lobby or other framing stores in Cedar Falls/Waterloo can provide those services for you.

Envelopes

#9 White blank 4¢
 #9 Wartburg generic 6¢
 #10 White blank 5¢
 #10 Wartburg generic 10¢
 A-2 (4.25" x 5.5") 10¢
 A-6 (4.5" x 6.75") 15¢
 A-7 (5" x 7") 18¢
 6x9 10¢
 6.5 x 9.5 11¢
 7.5 x 10.5 13¢
 9 x 12 16¢
 9.5 x 12.5 18¢
 10 x 13 20¢

Finishing/Bindery

Trimming 1-500 sheets 50¢ per cut
 Drilling 1-500 sheets 50¢ per drill
 Folding 1¢ per fold per sheet
 Hand Folding \$15 per hour
 Stapling 2¢ per staple
 Hand stapling 2¢ per staple + hourly rate
 Tabbng 2¢ per tab
 Hand tabbing 2¢ per tab + hourly rate
 Comb binding (includes punch) \$1.25 per book
 Transparent covers 20¢
 Padding (max 250 sheets) includes gluing and chipboard 25¢ per pad

Photo Printing

80# gloss text 8.5x11 36¢ per sheet

Laminating

Large Format (max width 23.5") \$1 per ft
Trimming at hourly rate of \$15/hr.

Design

..... No charge
 Includes consultation, design and layout, proofing, corrections/alterations for Wartburg College projects.
Design charges for clients outside Wartburg are subject to discretion of Print Center management.

Scanning

No charge for Wartburg College projects.
Scanning for non-Wartburg projects are charged at the hourly rate of \$15/hr.

Ask about our specialty papers and other printable items.